

## TIME AND ORGANISATIONAL MANAGEMENT

Consistent and targeted time and self-management is a decisive element of effective working practices. With simple time management tools, work processes can be improved significantly, tasks carried out more efficiently and goals reached promptly.

### FACT SHEET



### TARGET GROUP

Specialist and management staff who would like to apply more effective time management and self-organisation in their daily working life. In the seminar, participants learn how to reflect on their own working styles and learn how to improve on these.

### OVERVIEW

In this seminar, you will take a close look at your own working style and work habits. You will learn how you can plan and implement tasks more efficiently, thanks to priority setting and planning tools. At the same time, you will learn how to use more effective communication techniques, reduce time pressure and stress and concentrate on what's really important.

You'll acquire and practice the most important time management strategies using case-studies, checklists and exercises.

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## FOCUS POINTS

The training focus points are specifically oriented towards the needs of the participants and include:

- Critical analysis of daily workflows
- Task management: performing and sorting tasks
- Recognising and setting priorities
- Self-management instead of time management
- Basic principles of organisational and time management
- Optimising communication techniques
- Planning workflows and tasks
- Information management
- Stress management

## COURSE CONTENT

The following points provide an overview of possible course contents. The course content is based on the individual needs and requirements of the participant.

### Analysis of daily workflows

- Recognising ones own performance curve and optimizing use of it
- Office planning: Critical analysis of the target vs. actual situation
- External influences

### Task management

- Analyzing task: Major and minor tasks
- Adapting processes in tasks
- Frequency of tasks

### Planning

- Defining and setting goals
- Priorities: Planning methods and techniques
- Adjusting planning to circumstances

### Written communication and telephone calls

- Efficient written communication techniques
- Using e-mail effectively
- Preparing and carrying out phone calls

### Meetings and business discussions

- Goals and purpose of a meeting
- The essentials of preparation

### Information and knowledge management

- Information requirements
- Distinguishing between relevant/irrelevant and important/unimportant
- Storing and sorting information

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