

# Self- and time management – meet objectives, free up space for yourself!

Practice-oriented 1-day-seminar with a myriad of instantly applicable tips for effective self-and work organisation

For managers and employees

You become acquainted with effective methods to organise yourself better, to handle work requirements more effectively, to clear your mind in order to enhance your creativity and far-sightedness, for more confidence and serenity in your daily life.

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## Contents:

- Definition of self- and time management
- Your own responsibility – get rid of the feeling of being a victim, start to become active and to exert influence!
- Analyses of own self- and time management skills
- The three groups of time issues and how to deal with these in a solution-oriented manner.
- The 4 main principles for effective self- and time management
  - Choose your best possible options – be proactive
  - Set clear objectives – SMART!
  - Set priorities – important things first?
  - Pursue win-win situations – act in a benefit-oriented way, for your own good and for the good of others
- Make use of your personal performance curve, and other practical tips to become better at self- and time management
- Efficient and effective ways to communicate and to conduct meetings
- Action planning and introduction of a self-controlling-process.

## Methods:

- Presentations
- Individual and group exercises, group discussions
- Self-analyses
- Moderated exchange of practical experience
- Learning agreements as a reminder what key points to take away from the seminar and how to implement these in the daily life

## Results:

- You become aware of your room for manoeuvre and your own responsibility for self- and time management, and you get rid of the feeling of being externally controlled.
- You are acquainted with a myriad of self- and time management methods
- You recognize and define suitable solutions for better self- and time management, for your own benefit and for the benefit of colleagues, your superiors, your staff and your family / friends.
- You act and do not only react any more
- You are motivated by applying ways to be organised better, by meeting objectives and by having more time for yourself and for being creative!

## Your trainer:

Patrizia Kaiser, HR Manager with 14 years of practical experience throughout the employee life cycle, trainer & lecturer, MBA, BA (Hons) Director at HR & Perspektiven

## The frame of the seminar

- 1 day, in your company or an external location
- Contents / focal areas can be adapted to your needs
- 3-12 participants
- Price: 1.600 Euro (net) incl. Hand-outs and post-processing
- References on request

