



TIME MANAGEMENT: WORKING SMART

Objective

Do you get flooded with e-mails and work? Do you have a long to-do list, busy schedules and many meetings? Do you feel troubled by lack of time and a lot of ad-hoc work? Do you find it hard to achieve your long-term business goals? Do you have difficulty setting priorities, saying no and setting boundaries to your environment?

This one-day training will teach you to work by yourself and better manage your environment.

By the end of the training, participants will be able to:

- Understanding your personal pitfalls and how to deal with them
- Intelligent mail processing and creating a clear overview of your tasks
- More effective and efficient use of your time
- Setting the right priorities and making realistic plans
- Learning how to cope with ad hoc and combine it with long-term tasks
- Saying 'no'
- Understanding your work and yourself
- Increase enjoyment and less work pressure

Summary of content

- **Manage yourself:**
 - How did you used to work? (Reactive or proactive)
 - Having enough time
 - Insights on how to create time for yourself
 - Decisive, prompt mail processing by using a task-list and calendar
- **Manage your environment:**
 - Planning and prioritization
 - Dealing with ad-hoc work and saying 'no'
 - Focusing on results, behavior and environment

Structure

The structure of the program includes personal coaching, individual exercises, group work and personal feedback. It also provides you tips on how to work with Outlook. The structure is interactive and focused on self-motivation.

Recommended participants

Suitable for every employee at all levels in the organisation that want to gain more control over their work and time.