

Self management and **time management**

Many managers complain about a lack of time. They feel that bosses, employees, clients, suppliers and stakeholders all have expectations towards them. They try to meet everybody's expectations and are often surprised that they are unable to do so despite all efforts. In this workshop, you will learn to improve your priority-setting abilities and to kick some habits.

Key objectives

- Changing habits instead of keeping discipline
- Being able to say "no"
- Learning to distinguish between urgent and important matters
- Being able to deliberately choose between tension and relaxation
- Identifying time killers and learning to avoid them
- Handling demands with composure
- Developing long-term goals for your career
- Creating more room for creativity and strategy finding
- Finding more time for family, friends and yourself

Course content

- Time management matrix
- The concept of drivers
- Relaxation techniques
- Knowledge exchange
- Handling stress
- Efficiency and effectiveness
- Using the phone and e-mails
- Smart and effective delegating
- How to identify burnout
- How to avoid burnout

Who should attend?

Managers and experts who are exposed to high expectations on the part of many parties. Employees whose dedication and commitment has taken them to the verge of exhaustion and burnout. All persons who spend more time putting out fires than preventing fires.

Your benefit

You will get to know yourself and your habits better. By comparing your situation to that of others, you will discover how to reduce your workload without giving up any of your goals. You will learn to use relaxation techniques that you can immediately apply in your everyday life.

Methodology

- Knowledge exchange among participants
- Peer-to-peer consultation
- Intensive work on participants' personal questions
- Meditation and relaxation techniques
- Practical exercises
- One-on-one work and group work with personalized exercises
- Structure constellation work

Organisation

- Maximum number of participants: 12
- This workshop can be booked as an in-house event.
- Duration: 3 days
- A, D, CH & CEE-Countries

"During the course of these three days, I realized that saying 'no' is part of my duties as a manager."

Participant quote