Timemanagement

Attitude target

Participants:

- Take responsibility for their own tasks and deadlines;
- Are in their professionalism a calling card of ENTER;
- Work proactively and effectively.

Knowledge target

Upon completion, participants know:

- How to organize your work efficiently;
- The difference between urgency and importance;
- How to use different time management models and tools;
- When you can/should delegate tasks;
- How to set limits and sell no.

Competence target

Participants will be able to:

- Prioritize;
- Effectively manage their agenda;
- Employ time management models and tools;
- Delegate;
- Set boundaries.

PROGRAM

Day 1: 16.00 – 20.00

- Time management: what is it about?
- Expectations; learning requirements and practical case histories;
- Examples and facts from practice;
- Work pressure and work stress;
- What does the organisation require?
- From ineffective behaviour to productive thinking patterns:
  - Prioritizing;
  - Urgent and less urgent;
  - Essential or less essential;
  - Performing or outsourcing yourself;
- Exercises in personal effectiveness;
- Establishing the ideal working day;
  - What are the expected time wasters, disruptions, pitfalls, blockages.
- Practical assignment: How and when will you practice your learning objectives in your work practice and how will you communicate this with your account manager?

Dag 2: 16.00 – 20.00

- Retrospective practice period, expectations versus reality;
- Differences among staff;
- How do these differences arise? The wise lessons from colleagues;
- Assertiveness;
- Planning and agenda management;
- Methods for effective time management;
- Technical tools and resources;
- Do you need additional expertise to manage your time?
- Collaboration;
- Output and conclusion.