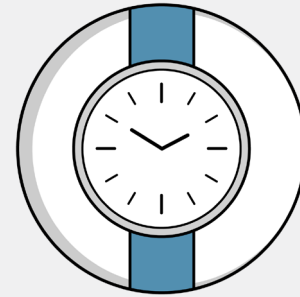


SELF- AND TIME MANAGEMENT

In this training, you will get to know the time- and self-management tools and learn the most essential elements of successful self-management.



FACTS



LANGUAGE

German
English



COURSE TYPE

Presence Training
Online Training
BL-Learning
E-Learning



REQUIREMENTS

None



AVAILABLE

Inhouse
Online



CONTACT

+43 1 533 44 27
office@coverdale.at
www.coverdale.at



FACTSHEET ONLINE

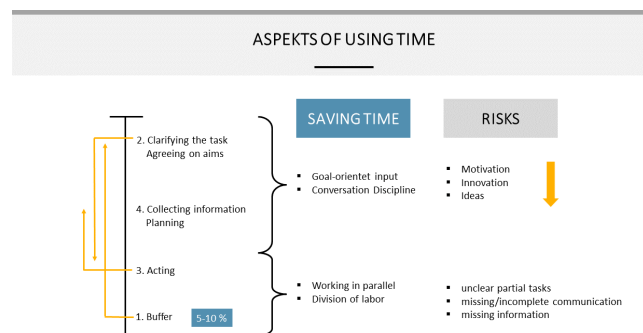


TRAINING DESCRIPTION

Self-organization is a process that involves creating structures for our daily routine, designing processes and complex tasks, as well as managing our use of time. You need to develop self-organization continuously; there is no one-size-fits-all recipe. Self-leadership is an internal process in which we deal with our person, personal questions and our life more often, more intensively and systematically.

This program is primarily aimed at small groups or individuals and is equivalent to face-to-face training.

TIME MANAGEMENT



Time cannot be increased, changed or managed!

I do not manage my time but myself in the time given to me!

My time is taken up by various influencing factors, which in turn can lead to mutual conflicts. Suppose you look at the influencing factors only from time management. In that case, using a sound methodology is usually the key to reducing or even resolving these conflicts.

CONTENTS AT A GLANCE

FUNDAMENTALS

- Definition Self-Management
- Definition Time Management

SELF-ORGANISATION

- Fighting time thieves successfully
- Minimize interference
- The Eisenhower Method
- The Pareto Principle – the 80:20 rule
- Five Steps to better Time Management
- The “Getting Things Done” Method
- Modern Time Management Approaches

SELF-LEADERSHIP

- The Seven Steps to Strategic Self-management
- Stress
- Developing Stress Intelligence
- Burnout
- Inner drivers

STRENGTHENING SELF-AWARENESS

- Everyday Awareness and Inner Mindfulness
- Heart – Coherence Exercises
- Relaxation

TRANSFER

- The Rubicon Process