

Time Management & Personal Productivity

A practical training by Adviesbureau InTop



Is your 'to-do' list at the end of the day often longer than when you came in the morning? Do you feel you have more to do than you can handle? Does it seem difficult to balance your work and your private life when it comes to time management? Then this may be the training for you! In this 10 hour training will get you aware of how you deal with the factor **time**. You will be shown how to deal with time wasters, how to avoid interruptions, how to save time and how to make a distinction between **urgent** and **important** tasks. You will also learn to identify what gives you most problems when managing time and how to prioritize.

PROGRAM

Some of the topics:

- * The factor time and you
- * Learning good time habits
- * Setting priorities at work
- * Prioritizing, scheduling, controlling and evaluating tasks
- * Minimizing unproductive activities
- * Counteracting procrastination

Course material

Participants receive a binder compiled specifically for this course by Adviesbureau InTop N.V.

Certificate requirement

Participants who are present during the whole training will be awarded a certificate from **Adviesbureau InTop Bedrijfsopleiding & Training**.

FOR WHOM

Everyone (managers, employees) who regularly experience time pressure, who want more control over their time, want to optimize their productivity and who are open to a change in their current way of working.

Time & Duration

The course consists of 4 sessions of 2½ hours.

Costs

Please contact us so we can prepare an attractive offer for ALL your training needs!

PAYMENT PLANS ARE AVAILABLE

Be more productive through

better Time Management!

