orsys TRAINING

Managing Your Time to Be More Efficient

Hands-on course of 2 days - 14h
Ref.: GET - Price 2025: 1 590 (excl. taxes)

This course will enable you to control the various techniques of the management of time. It will bring a better knowledge of your relation to time and will teach you how to treat your priorities on a hierarchical basis so to improve notably the effectiveness of your action.

HANDS-ON WORK
This highly interactive course relies on numerous hands-on exercises and role-playing, with individualized feedback and analysis.

THE PROGRAMME

last updated: 08/2024

1) Our Relation to Time
- Preliminary Reflections. Management Timeline.
- Different perceptions to time. Time is relative. Time as a resource.
- Past, Present, Future.
- Time management influences and consequences.
Exercise : Case study.

2) Our Use of Time
- Standing back. Retreating. Reflecting.
- Different rituals, reflexes, habits and behaviour.
- Leisure and other interests.
- Activity level: being productive and effective.
- Psychological aspects. The dramatic triangle. How to exit intact.
- Intimacy.
Exercise : Exercise.

3) Time Management: 5 Major Principles
- The importance of planning and prioritising. Managing the unforeseen.
- Handling ?Time-Wasters? expertly.
- Communicating effectively. Managing flow of information and messages.
- Adopting an effective time-management strategy to avoid stress.
- Creating a stimulating environment.
- Knowing when to take Time-Out.
- Changing your relation to time.
- Golden rules of Time Management.
Exercise : Practical activities. Action plan.

DATES

REMOTE CLASS
2025 : 21 août, 13 nov.