**Time and Self Management**

In this era of constant connectedness, multi-tasking and high expectations, it is more important than ever to use your time effectively and efficiently. The pressure of having “too much to do” in “too little time” can lead to stress, burnout and ineffective use of your time and energy. Even with the best plan for the day, things arise daily that can throw you off that plan. This workshop will give you a variety of simple tools and methods to help you improve your work routines, accomplish tasks more efficiently, improve your productivity, and achieve your goals more quickly. And because all the time management tools and methods in the world can’t help you if you don’t master what goes on in your own head, you will also examine your “inner game” and learn how to get out of your own way so that you accomplish more with less effort. Through interactive exercises, you will examine your own personal situation in order to better:

- Organize your “to do” list
- Plan your day, week and month effectively
- Set goals and priorities
- Analyze importance and urgency
- Understand and overcome procrastination
- Identify and eliminate disturbances and “time thieves”

- Achieve work-life-balance
- Create supportive habits
- Say “no” the right way at the right times
- Become more mindful in your words, thoughts and actions

**Important**

Please bring your calendar and your “to do” list to the seminar.

**Methods**

Individual work, partner and group exercises, group discussion, examples, PowerPoint presentation.

This course will be held in English.