

TIME MANAGEMENT TRAINING

(List of Content)

- **Change, Time and own habits**
 - Change is always a leap to unknown
 - Do you dare to look at you habits in order to improve you time management
- **Are you busy or do you have “rush hour at work” – be aware of the difference between being effective and only being busy**
 - Being too busy – the challenge of modern man
 - The Rush Hour at work
- **Time Plate – how do you divide you time**
 - Dare to reserve time for yourself
 - Work time or just time to work
- **Time and attitudes to life**
 - What kind of attitudes do you have towards time
 - Positive attitude and time management
- **Goals**
 - Short and long term planning
 - Keep the long time plans at sight
 - Specify your short term plans in your calendar
- **A.B.C – tasks**
 - Create the priority order of tasks
 - Reserve enough time for important tasks
 - concentrate on the essential
 - Dare to leave something undone
- **Calendar**
 - Calendar a appointment book or a time management tool
 - Ideas how to use both electric and paper calendar
 - Writing rules
- **Planning**
 - Short and long term planning
 - Personal and collective planning
 - Annual, monthly, weekly, and daily planning
 - How to make your plans into action.
- **Time stealer and all kinds of interruptions**
 - Are you being interrupted or do you allow people to interrupt you
 - Be aware of your time stealers – manage your interruptions
 - Is @mail something that interrupts you or is it a tool?
- **Effective meetings**
 - Reasons for ineffective meeting?
 - How to make meetings more effective
 - Create in house meeting rules
- **Delegation**
 - A powerful tool for personal time management
- **Cheese slicer – technique and you manage to keep your deadlines**
 - Eat a piece of cheese bite by bite
 - Divide you tasks