Day program 1-day training Time-Management

The 1-day training Time-Management is an intensive and practical training. Pieces of theory, practical insights and directly applicable tips are interspersed with practical assignments and exercises. These are as close as possible to situations that students encounter on a daily basis. The day has the following structure:

> 08:45   Reception on location

> 09:00   **Concentration and accessibility**

> Successfully combine concentration work with the daily flow of interruptions, requests, e-mails and telephone calls.

> **Urgent or important?**

> Learn to set priorities in a practical way and communicate about this in a professional manner with others.

> 10:45   Break

> 11:00   **Setting priorities: creating overview**

> Create an overview of all your responsibilities, projects, tasks and other matters that require your attention.

> **Tackling procrastination: smart to-do lists**

> Practical insights and tools to help you tackle   procrastination.

> **Set up a lightweight Time-Management system**

> Learn a complete and dynamic Time-Management system that 'thinks along' with you in

> 12:15   Lunch

> 13:00   **Managing personal projects**

> Organize your projects in a practical way, manage the resulting actions and monitor their progress.

> **(Email) inbox zero**

> Create an empty inbox every day without losing overview or forgetting things.

> **Keeping an overview: collecting smartly**

> Learn to optimize your own personal workflow so that you experience more control over incoming work.

> 15:00   Break

> 15:15   **Smart e-mail together**

> Practical insights to e-mail more efficiently and prevent miscommunication.

> **Plan smarter**

> Practical tips that enable you to regain control over your own work.

> 16:00   Conclusion

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