



## time management - PACOTIME ©

|              |  |
|--------------|--|
| objective    | To provide a practical system and day to day techniques for realistic time management  |
| target group | All managers and employees who wish to improve their professional time management.   |
| topics       | <p>Introduction</p> <p>The polarity of time and sociability<br/>What is the difference between effectiveness and efficiency?<br/>What are classical time consumers?</p> <p>Personal effectiveness</p> <p>What are my personal time consumers ?<br/>What are basic laws in time management?<br/>How can I prioritise my tasks?<br/>The art of delegation<br/>Practical tips to save time:</p> <ul style="list-style-type: none"><li>- work organisation</li><li>- telephone traffic</li><li>- mailing</li><li>- reporting</li><li>- lecture</li><li>- communication</li></ul> <p>Information flow</p> <p>Use of media per type of message<br/>From push to pull?</p> <p>Balance</p> <p>How can I keep a daily 24-hours balance?</p> |
| duration     | 1 day<br><br>can be combined with the training PACOMEET ©  |