



## PURPOSE

We live in an area that is constantly accelerating. Organizations are everyday asking its employees to accomplish more and more everyday. But, the human being remains with the same capacities, except for the use of technology, also constantly accelerating everyday.

The purpose of this workshop is to help participants in organizing their work within those constraints. The outcome is to become better organized in order to accomplish more in the same time.

# Making best use of Time

STANDARD AGENDA (Most agenda's are adapted to your specific situation)

- My personal day: how is it organized? What are my daily work routines?
- The time stealers: which ones do apply to me and to avoid them?
- The 8 attributes of time management: the skills needed and the importance in the respective work of each participant
- The time management grid: balancing importance and urgency: the classic (bad) way of using the grid and the good way to use the grid: "it's helping me in my priorities!"
- Tips & tricks and how to avoid procrastination
- Lack of time generating stress: how to avoid and solve
- Three tough patterns that generates stress due to "lack of time"
- My Personal Action Plan