



KVALIKON

VEZETÉSI TANÁCSADÓ ÉS
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1125 BUDAPEST, ISTENHEGYI ÚT 63/B.

TIME MANAGEMENT TRAINING

2 DAYS TRAINING

Goal of the training:

To prepare participants for effective time arrangement and for effective arrangement of work and home tasks.
Furthermore, to develop participants' communication strategies in order to improve personal efficiency.

1. day

Time management basics

- Clarification the notion of time
- Assessment, analysis of daily activities
- Time horizon and effectiveness change in focused attention and interruption performed tasks
- Identifying and avoiding the so-called time-wasting

- Documentum management: record management
- Office 5S
- Efficient information management
- Use of traditional and electronic aids

Exam

2. day

Time management methods, techniques

- The principle of defining priorities
- Eisenhower principle
- Pareto principle
- Basics of task ranking
- Priority (importance-urgency) matrix
- SMART objective and PDCA cycle
- Planning tasks
- Daily schedule, performance curve
- Weekly and daily work schedule preparation
- Action orientation and methods for fast decision making
- Planning, scheduling and ranking of tasks
- Organization of effective and efficient meetings
- Time management tools of a well-organized manager