



Time and Priority Management

Surviving in a World That Never Stops...

Course Description

In a workplace that is always changing and never seems to stop, it is critical to better organise oneself in order to avoid time pressure. "If I can't change my environment, I CAN change my personal organisation patterns and better understand my own time orientation,"—this could be the motto of **Time, Priority and Matrix Management**. This course will provide participants with time management methods and tools, that are adapted to their personal style and organisational context.

Target Audience

Managers and professional business people working in high pressure, matrix environments.

Objectives

Participants will learn to:

- manage their priorities according to their company, their job function and their personal choices
- distinguish between the "urgent" and the "important," and prioritise accordingly
- structure their activities, with an emphasis on planning and anticipation of important actions, in order to achieve their objectives by the deadline
- assemble their own, personalised "Time Management Toolbox"
- discover "quick wins" already being used by others in their company
- say "yes" and "no" positively, when negotiating tasks and deadlines
- be aware of their own time orientation and know how it affects their daily choices
- manage the consequences of a pressurised workplace by practicing basic stress management tools.

Method

A combination of theory-based lectures/discussions, with personalised exercises and simulations, case studies and video testimonials complement the content.

Live demonstrations of all tools and methods with individualised practice sessions.

Duration of the session: 2 days
Number of participants: 10 maximum
Working languages: English or French



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