

POWER UP YOUR PRODUCTIVITY AND TIME MANAGEMENT SKILLS



VIOLETTA KROK

Professional Development Coach + Trainer

VK BUSINESS COMMUNICATION SOLUTIONS

www.vk-bcs.com

POWER UP YOUR PRODUCTIVITY AND TIME MANAGEMENT SKILLS

Today, our professional world is moving faster than ever and with that our responsibilities increase as well as more external pressures, which distract us and take away from our tasks at hand. You are trying to squeeze 12 hours' worth of work into just 8 hours and despite all the systems, tools and gadgets, time seems to be managing you instead of the other way around. Sounds familiar? Does this constant cycle work? Clearly, it does not. Especially, if you are not continuously adapting your working methods.

The live online seminar, “**Power up Your Productivity and Time Management Skills**”, is the perfect way to empower you in today's complex business world and broaden your own time management skills. This seminar is tailored to your needs and is based on a time analysis of your individual duties.

The seminar will include:

- Critical analysis of your daily workflows
- Optimization of your workplace set-up
- Identifying and minimizing distractions
- Prioritizing tasks and staying on top of things
- Structuring and mastering the daily information overload
- Using strategic productivity and planning tools
- Staying productive despite external disruptions
- Energy management vs. time management
- Creating more space for creativity
- Developing effective team communication

Face the challenges of *time*. Become more productive and happier! Get reenergized and learn effective, new approaches you can implement today to optimize your complex work life.

This seminar is right for you if:

- You are ready to make changes.
- You're not just looking for a short-term hack to solve your time management challenges. You want long-term solutions.
- You'll leave with tools and strategies to put to use right away.

This seminar is not right for you if:

- You do not want to implement any better time management tactics.
- You think this seminar will not require a personal commitment of time.
- You need a One Note, Outlook or MS Teams training.

The seminar is being held online. This will allow us to meet and still have the seminar be interactive among all attendees. We will be using video/audio so we can feel more connected during the sessions.

Preparation:

- Log into Zoom using the name you'd like to be addressed with during the seminar.
- Detailed Zoom instructions will come from me.
- Please be camera-ready on Zoom during the seminar.
- Close all other programs prior to the start of the seminar: MS Teams, Skype, Outlook, etc. These will not only distract you but will slow down your computer.
- Please use a headset so all participants can hear you clearly.
- Find a quiet spot where you can get comfortable and participate without interruptions.

Those were your first-time management rules!

I look forward to seeing you in the seminar!

Violetta



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VK COACHING

Phone: +49 731 2901160

Cell: +49 179 4529523

Email: info@vk-bcs.com

www.vk-bcs.com

[f](#) [in](#) [X](#)

*Ready to enroll?
More questions?
Get in touch!*

Violetta