

TIME MANAGEMENT

POWER UP YOUR SELF-ORGANIZING SKILLS AND
PRODUCTIVITY WHILE PRESERVING YOUR SANITY



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Ongoing **change, uncertainty,** and **complexity** are only a few terms for circumstances that challenge teams and individuals. Today's professional world is moving faster than ever. 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.

Human beings are not made for **perpetual overstimulation** and **distraction.** So you are testing your juggling acts. What is left is the feeling of being frustrated, overwhelmed, or sometimes even paralyzed. Does it sound familiar? I am sure, it does. **Flexibility** and **freedom** of the **hybrid workspace** is promising relieve but first asking for more **self-organizing skills.** But all these indications will not be solved with a hack or two. Especially, if you are not continuously adapting your working methods. A systemic and realistic approach, a **root cause analysis,** and **change of behavior** will.

This live online seminar is the perfect way to empower you in today's complex business world and broaden your **self-organizing** and **productivity skills.** This seminar is tailored to your needs, so let's shift the **time management** into **skill** and **mind management.**

The seminar will include:

- Critical analysis of your daily workflows
- Optimization of your workplace set-up
- Identifying and minimizing the flood of distractions
- Structuring and mastering daily information overload
- Energy management vs. time management
- Using strategic productivity and planning tools
- Prioritizing tasks and managing attention
- Staying productive despite external disruptions
- Creating more space for creativity and focus
- 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 and self-organization challenges. You want long-term solutions.
- You want to 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 tactics.
- You think this seminar will not require a personal commitment of time.
- You need One Note, Outlook or MS Teams training.

The seminar is being held online. We will be using video/audio that will allow the seminar be interactive among all attendees.

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 self-organizing and productivity rules! I look forward to seeing you in the seminar!

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

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