
New Approaches to Time, Self and Workload Management

Trainer: Mark Edwards or Svenja Neupert

Duration: 1 day / 2 days

Language: English or German



Time planning and work-life balance utilizing new planning methods

Against a background of continual change, scarce resources and time-pressure it is necessary to develop an effective method of self-management to cope with new challenges and to stay healthy in a sustainable way.

In turbulent times it seems to be more difficult to plan effectively. We need new ways of thinking and planning, and new approaches and techniques. This seminar explores how to achieve a better balance within your own person and your professional surroundings.

Content

- Career planning and stress - Unconventional ways of thinking - a paradigm shift to significantly reduce stress
- Identifying internal and external stress factors – developing constructive strategies
- Work-life balance
- Basic rules of new Time Management (Life-Leadership)
- Planning project phases: - year, month, week and day plans
- Effective management of internal and external blocks and disruptions
- Work organization and simplification processes

Methods

The seminar comprises inspirational input, exercises, small group work and group discussion. A lively learning atmosphere is created, and sustainable results obtained.