

Effectively manage time and priorities

Description

Do you ever feel overwhelmed? Does work keep piling up, leaving you unsure of where to start? Do interruptions and emergencies seem like a daily occurrence?

Our professional efficiency is influenced by our workload, cognitive load, energy levels, professional goals, as well as our values and other relational aspects. It also relies on our organization, the methods and tools we can employ to enhance our work efficiency, our self-awareness, and the relationships we maintain with colleagues and teams.

In this training, we invite you to reassess your routines and your approach to your activities. Together, we will explore methods, tools, and tips to optimize your work efficiency and boost your productivity.

Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1300

Course Content

- My personal organization (mailbox, workplace),
- My communication related to time management and priorities (relevance and effectiveness of my message)
- My time management (prioritization and decision making, procrastination, multitasking)

Lab / Exercises

- Practical methods and tools, immediately applicable
- Sharing good practices and tips
- Links with technological tools (Internet, smartphones)

Documentation

- Digital courseware included

Participant profiles

- Anyone in need to improve their organization and their time and optimize their professional efficiency

Prerequisites

- No prerequisites

Objectives

- Take stock of workload management in order to identify areas for improvement
- Identify its strengths and development points in the management of its daily resources
- Set up methods, tools and tips to optimize your professional and organizational efficiency
- Use communication wisely and improve the management of its communication with colleagues and teams, if necessary

Niveau

Fondamental

Duration (in Days)

2

Reference

ORG-PRIO