



Effectively manage time and priorities

Description

Do you sometimes feel overwhelmed? Is the workload piling up, leaving you unsure where to start? Do you find it difficult to set priorities and organize your schedule effectively? **Managing your time and priorities** is crucial for being productive and feeling good at work. In our program, we will guide you in changing your habits and adopting concrete approaches and tools. You will acquire skills to structure your work environment, improve your communication abilities, and manage your time well to make thoughtful decisions.

Learning to manage your time and **priorities effectively** in our training will enable you to set clear priorities, combat procrastination, and increase your performance at work. Join us to learn how to boost your productivity at work while staying true to your values and developing your professional relationships. Don't let emergencies and interruptions dictate your day any longer. Learn to manage your time and priorities effectively and calmly.

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

Description

Effectively manage time and priorities training

Niveau

Fondamental

Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1300

Duration (in Days)

2

Reference

ORG-PRIO