

# Time Management

Course code: MITTIME

The course provides a comprehensive overview of the basic steps needed to increase personal productivity. It allows the participants to get to know themselves, define their life goals and use methods of effective use of time. Due to the practical examples and exercises, during which it is necessary to work in a team, this training will be opened only with min. 4 participants.

## Who is the course for

Training is designed for all those, who are interested in increasing of personal productivity

## What we teach you

The course objectives:

- Understanding the basic principles of personal productivity
- Get to know oneself
- Understanding the principles of mentoring
- Understanding the principles of personal management

Benefits:

- Increase own productivity
- Reduction of overload stress
- Possibility to create own support (information) system
- Possibility to apply the principles in everyday life

## Required skills

Willingness to work on oneself

## Course outline

Introduction

- Prejudices
- Vices
- Assessing the current situation

What is Time Management

- Definition of self-management
- 4 generations of time management

Self-knowledge

- Characteristics
- Learned individual behavior
- Learned team behavior
- Created behavior
- Motivation

Guidance

- Roles definition
- Goals management
- Activities management

Management

- Time-eaters
- Workflow
- Systems and Tools

How to start and persevere

- 5 steps

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