PersonalTime Management

Course code: KORMITTIME

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 stres
- 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

GOPAS Praha
Na Strži 2097/63
140 00 Praha 4 - Krč
Tel.: +420 226 201 390
info@gopas.cz

GOPAS Brno
Nové sady 996/25
602 00 Brno
Tel.: +420 530 513 590
info@gopas.cz

GOPAS Bratislava
Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 902 903 132
info@gopas.sk

Copyright © 2026 GOPAS, a.s.,
All rights reserved