

# 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.

Affiliate	Duration	Course price	ITB
Praha	2	17 200 Kč	0
Brno	2	17 200 Kč	0
Bratislava	2	740 €	0

The prices are without VAT.

## Course terms

Date	Duration	Course price	Type	Course language	Location
12.03.2026	2	17 200 Kč	Presence	CZ/SK	GOPAS Praha
16.03.2026	1	740 €	Presence	CZ/SK	GOPAS Bratislava
13.04.2026	2	17 200 Kč	Presence	CZ/SK	GOPAS Brno
27.04.2026	2	740 €	Presence	CZ/SK	GOPAS Bratislava
25.05.2026	2	17 200 Kč	Presence	CZ/SK	GOPAS Praha
04.06.2026	2	17 200 Kč	Presence	CZ/SK	GOPAS Brno

The prices are without VAT.

## 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

### GOPAS Praha

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



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# Time Management

## 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**  
Kodařská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)

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