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.

Affiliate	Duration	Course price	ITB
Praha	2	17 200 Kč	0
Brno	2	17 200 Kč	0
Bratislava	2	760 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
17.12.2026	2	17 200 Kč	Presence	CZ/SK	GOPAS Praha
10.03.2027	2	17 200 Kč	Presence	CZ/SK	GOPAS Praha
04.05.2027	2	17 200 Kč	Online	CZ/SK	Online
04.05.2027	2	760 €	Online	CZ/SK	Online
01.06.2027	2	17 200 Kč	Presence	CZ/SK	GOPAS Brno
08.06.2027	2	760 €	Presence	CZ/SK	GOPAS Bratislava
18.10.2027	2	17 200 Kč	Presence	CZ/SK	GOPAS Praha
09.11.2027	2	17 200 Kč	Presence	CZ/SK	GOPAS Brno
07.12.2027	2	760 €	Presence	CZ/SK	GOPAS Bratislava
14.12.2027	2	17 200 Kč	Presence	CZ/SK	GOPAS Praha

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 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

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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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