

NAME : **Time Management**

PURPOSE : The aim of this training program is to provide the attendants with ability to cope with time pressures and to organize their time in the most efficient way.

CONTENT : Case studies, games and surveys that found up and complement the theoretical learning aimed at teaching concepts like relativity and importance of time, planning the time, issues that cause time loss and how to cope with unexpected events.

DETAILS OF THE SUBJECT:

- **The concept of time**
- **Time is money, how much do you cost?**
- **How do we spend a day?**
- **The timer inside the human**
- **Time consuming events**
- **Priorities**
- **Time and your interaction with your supervisors**
- **Time pressure and stress**
- **Time budgeting**
- **Daily, weekly, monthly and yearly plans**
- **Time consumption and our habits**
- **Pareto law**
- **Practical information to gain time**
- **Role of listening in time management**
- **Importance of delegation**
- **Fast reading in time management**
- **Telephone and time**
- **Computer and time**
- **Time we spend during our travels**
- **Time management and meetings**
- **Surveys, excercises, case studies**