



Time management

How to deal with your time successfully.

- We address your individual strength and weaknesses and give you direct and detailed feedback.
- Effective exercises and practical examples guarantee that you will not only learn how it is done but also how you can implement it in your environment. We assure you that you will learn as much as possible also by a group size of max. 10 persons.
- Extensive documentation and direct training on your case study and problems.
- By request: your trainer will prepare or follow up the seminar with you. Thereby, you will be able to implement the learned content in your every-day life.
- In-house events: Working directly at your desk.



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Easy to start with, hard to persist.

The conventional time management has failed because the daily challenges to deal with time in a structured and organized manner grow and change continuously. General suggestions like “set goals” and “prioritize” do not help any more. And for suggestions like these no one has to attend a seminar. Especially in our days face a particular high demand on their time.

Only an individually tailored seminar for you which addresses your personal needs and daily challenges will also help in every-day life and in practice.

This seminar offers exactly this and much more!

Content

Because the contents of the seminar will vary due to the individual needs of the participants, the following list is only a potential guide. We are looking forward to consult you in advance which content will be beneficial for you.

Individual analysis of sources for lack of time

- Your way of dealing with time and how you differ from others
- Daily time wasters and their causation (for example emails, telephone, meetings)
- How you detect lack of time and what can be its consequences

Dealing with time in a structured manner

- Your individual strategies for dealing properly with your time
- Creating the right conditions for the implementation of these strategies
- Setting goals and planning up-to-date with practice and science
- Simple tricks for every day

Time management and globalization

- How to handle and develop time management with regard to other cultures

Challenges for leaders

- Specific difficulties for leaders concerning time management
- Delegating properly and effectively

Sustainability

- Individual counseling and development of strategies that ensure the maintenance of the trained content

Individual analysis and development of strategies with practical exercises!

Details

Target group

This seminar addresses leaders in all hierarchical levels.

In-house

You are welcome to book this seminar also as an in-house event. For more information, please contact us directly.

Venue

Whether in your office (in-house), a requested conference hotel or in one of our offices in Augsburg or Berlin — we tailor this seminar to your needs.

Seminar instructor

KonKoMa Solutions offer coaching, mediation and seminars for individuals, groups and departments.

Aurelia Drocur is a psychologist and certified expert for key competences. The seminar for time management was developed with a special focus on well-proven methods that are approved by practice and science.

Language

German
English

Date

On request.