

PRESENTS

# TIME MANAGEMENT



**TRAINING:**

# T I M E – M A N A G E M E N T

Time is money, the adage goes, and lots of it gets lost in disorganization and disruption. Get a grip on your office space, organize your work flow, learn how to use your planner effectively, say no without guilt, and delegate some of your work to other people.

This training will help you organize and prioritize for greater workplace efficiency. The training is full of ideas for organizing your work-area and paperwork and working on the “right” things.

Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

**Ø Training topics:**

- Develop useful techniques for setting and achieving goals
- Identify strategies for using a planner effectively
- Better organize yourself and your workspace for peak efficiency
- Identify the right things to do and develop plans for doing them
- Learn what to delegate and how to delegate well
- Perform a workload analysis to make sure your time is being used efficiently

**Ø Course outline:**

- Hemisphere preference
- Setting goals and targets
- Planning and planning aids
- Organizing your work area
- Organizing your files
- Managing projects
- Delegating
- Five ways to manage e-mail
- Workload analysis



**Ø Who is the trainer?**

Drs. Shira Saraç-Essed, is a psychologist with experience in the area of drug rehabilitation for adolescents and adults. She has worked for the ‘Coördinatiebureau Drugsbestrijding’. She has a Masters degree in Clinical & Health Psychology from Leiden University.

**Ø This training will consist of 3 sessions**

| Date & Time  | What's Included?   | Price                    |
|--|--|--------------------------|
| Tuesday<br>Day 1: April 13 <sup>th</sup> 2010<br>Day 2: April 20 <sup>th</sup> 2010<br>Day 3: April 27 <sup>th</sup> 2010<br>Time: 6.30 pm – 9.00 pm | <ul style="list-style-type: none"> <li>• Instruction by an expert facilitator</li> <li>• Small interactive classes</li> <li>• Specialized manual and course materials</li> <li>• Personalized certificate of completion</li> </ul> | Afl. 595 <sup>*</sup> ,- |

\*Ask for our group discounts

PRESENTS

# TIME MANAGEMENT



**TRAINING:**

# T I M E – M A N A G E M E N T

Time is money, the adage goes, and lots of it gets lost in disorganization and disruption. Get a grip on your office space, organize your work flow, learn how to use your planner effectively, say no without guilt, and delegate some of your work to other people.

This training will help you organize and prioritize for greater workplace efficiency. The training is full of ideas for organizing your work-area and paperwork and working on the “right” things.

Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

**Ø Training topics:**

- Develop useful techniques for setting and achieving goals
- Identify strategies for using a planner effectively
- Better organize yourself and your workspace for peak efficiency
- Identify the right things to do and develop plans for doing them
- Learn what to delegate and how to delegate well
- Perform a workload analysis to make sure your time is being used efficiently

**Ø Course outline:**

- Hemisphere preference
- Setting goals and targets
- Planning and planning aids
- Organizing your work area
- Organizing your files
- Managing projects
- Delegating
- Five ways to manage e-mail
- Workload analysis



**Ø Who is the trainer?**

Drs. Shira Saraç-Essed, is a psychologist with experience in the area of drug rehabilitation for adolescents and adults. She has worked for the ‘Coördinatiebureau Drugsbestrijding’. She has a Masters degree in Clinical & Health Psychology from Leiden University.

**Ø This training will consist of 3 sessions**

| Date & Time  | What's Included?   | Price                    |
|--|--|--------------------------|
| Tuesday<br>Day 1: April 13 <sup>th</sup> 2010<br>Day 2: April 20 <sup>th</sup> 2010<br>Day 3: April 27 <sup>th</sup> 2010<br>Time: 6.30 pm – 9.00 pm | <ul style="list-style-type: none"> <li>• Instruction by an expert facilitator</li> <li>• Small interactive classes</li> <li>• Specialized manual and course materials</li> <li>• Personalized certificate of completion</li> </ul> | Afl. 595 <sup>*</sup> ,- |

\*Ask for our group discounts