



Virtual Classroom

Time Management Essentials

In this webinar you will learn how to work smarter, not harder, to plan and divide your time effectively, increase motivation and reduce stress.

Booking number

31886

Learning time

2 x 4 hours

Price

individually on request

 **Learning objective**

- ✓ accomplish more with less effort
- ✓ improve your decision making ability
- ✓ lower your stress levels
- ✓ increase your focus

 **Content**

- structuring your to-do list
- Eisenhower's Urgent/Important principle
- how to prioritize
- scheduling your activities
- managing interruptions
- scenarios and solutions
- managing stress

