



e-learning

# Creative time management – mastering tasks appropriately

Time management has become indispensable in today's complex, fast and flexible working world. But, how do we deal with the endless tasks and obligations that keep piling up? What can be done to achieve an optimal balance between work and personal life? How can goals be achieved without burning out? Time management means easily managing your daily tasks while keeping your health in mind and finding space for the important and good things in life. With this e-learning you can find out your own type, and receive tips for ideal time management according to your organisation type.

Booking Number: **4762**

Group of participants:  
Experts and managers who feel they do not have enough time, and therefore want to be more competent and confident with their time management.

Duration: **approx. 1.5 hours**

Language:  

Unit price:

€ 49,- zzgl. MwSt. | € 58,31 inkl. MwSt.

Package prices from 50 licenses on request

## Learning objectives

- ✓ Know what to do to go through daily life with enjoyment, satisfaction and happiness
- ✓ Know how to relieve stressful situations and avoid pressure
- ✓ Know what robs your time and what you can do about it
- ✓ Be able to get the flood of daily duties and obligations under control
- ✓ Recognize priorities and how to implement them
- ✓ Know different options on how to plan your tasks and appointments successfully
- ✓ Know that you must make space and time for the good things in life, and know how to go about it
- ✓ Master your daily workload effectively and productively

## Contents

- Basics and Type-Check
- Discover your own time traps
- Dealing with tasks appropriately
- Recognize what is important
- Getting started successfully
- Staying on top of things



Information on the web

[www.haufe-akademie.de/4762](http://www.haufe-akademie.de/4762)



Let us advise you

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