MANAGING TIME AND PRIORITIES

📅 **Dates and duration to be agreed**

📍 *Location to be agreed*

Contact us for a customised quote

⚙️ THE + OF YOUR TRAINING

- Various exercices and role play

👥 CONCERNED AUDIENCE

From support staff to managers and top managers.

❓ GOOD TO KNOW

Example of a 5 days programme

◎ OBJECTIVES

- Master the concepts and tools to define priorities.
- Improve your personal organisation.
- Optimise the management of your professional time.

▶ PEDAGOGICAL PROGRAMME

Module 1
Carrying out your self-diagnosis

- Identifying the driving forces of your own time management: priorities and tools.
- Spotting the main difficulties in time management.
- Carrying out an assessment of your day and evaluating the achievement of your objectives.

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Module 2
Improving your organisation

- Clarifying your tasks and main activities.
- Defining the priority criteria and prioritising tasks.
- Managing interpersonal time (telephone, meetings, interviews).
- Managing flows of information (emails, etc.).

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Module 3
Setting up time management tools

- Planning your days and managing unexpected events.
- Optimising your schedule.
- Managing Information and Communications Technology (ICT) tools.

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❓ **Prerequisites :** Have held or currently hold a position related to the training theme