

## **Fill my roles purposefully and elegantly - The next day may come. Effective self and time management**

### **Situation / Need**

How do you feel as team leader, project manager, department manager? How are your employees?

- Are Head and desk full of tasks, thoughts, notes? - Where to with all this stuff?
- Driven by meetings, calls, and tens of e-mails every day? - How to stay above water?
- Your battery - rather a "discontinued model"? Thought cinema, sleep disorders - reproduction?
- Your life - completely absorbed in work? No more room for new things?

Effectiveness is the trump card: achieving the desired results efficiently. Time cannot be increased, but it can be used better. The result: overview and focus, better performance, satisfaction, motivation, and more composure!

Reproduction is on a different page: Work-free time - really free? Stress consequences, thought cinema, sleep disorders? Personal productivity remains permanently at a high level if you stay alive: Balanced loads, balanced areas of life: 6 strong pillars support top performers.

### **Three unique selling propositions of this program**

Yes - that still exists. We would be happy to introduce you to them, which our customers rave about. The benefits of your investment will be evident from the very next day when it is implemented - noticeably and continuously.

### **Goals - What if your employees very soon become "self-managers" ...**

- ... find the energy and the ways to optimally organize your work: what, why, when?
- ... have the day under control: (Re-)win control and steering?
- ... master even difficult situations with ease? ... and go calmly into the time off: instead of ready and done: fresh and everything completed.
- ... consciously recognize types of stress and ensure balance
- ... set themselves goals - in harmony with their environment
- ... their roles and areas of life in view and under control

### **What "self-managers" need for this - potential learning goals**

From their comprehensive knowledge of self- and time management, your employees will find a "completely renewed" creative power:

- They recognize their work style, work habits, and time traps - self-knowledge and effective, friendly behavior.
- They begin to set goals, determine priorities, plan realistically, and prepare implementation - thinking and deciding more and more in results.
- They create the working day dynamically but stress-free with current working techniques - tasks under control.
- They use electronic and other systems to organize and communicate according to requirements and needs - use lean tools consciously and wisely.
- You have your eye on the stresses and strains and consciously balance one-sidedness - create balance.
- You will have an overview of your areas of life, their various roles and prioritize the need for action - staying in balance.

### outcome

- ❖ The participants feel an energy boost and are happy about their increasing productivity. They know what has priority and focus on what brings important results.
- ❖ They are aware of the possibilities for shaping their working time in terms of long-term performance. They begin to balance and develop all areas of life in a goal-oriented way. You fill out your roles proactively and with priority in mind.
- ❖ They have found their 1-3 central "implementation projects" to improve their self- and time management and implement them promptly.

### operation

- **Information:** The participants receive a coordinated invitation to the seminar with study materials and preparatory tasks four weeks before the seminar date.
- **Preparation:** Study of print learning materials. The participants define their three most important learning goals and select the focal points of their self-study in a targeted way. Optional in the company: Microteaching of the participants' managers for transfer support
- **Kick-off workshop:** We enable a trusting working atmosphere in a group of optimally 8 participants, which enables learning together and from each other.
- **Methodology:** The participants actively prepare for the seminar to find the best individual solutions. The trainer is a learning companion and coach for change from today: Kick-Off. Reflection, solutions, and measures in individual and group work.
- **Transfer support:** After approx. 2 weeks, individual telephone coaching and advice on the objectives pursued (0.5 hours per participant).

### attendee

- Previous knowledge about time management is welcome. What is decisive is the current concern and the search for solutions.
- A recommended maximum of 8 participants per group for further intensive development

### organizational matters

- Duration: Workshop: 2 days
- 2-4 weeks preparation for individual self-study recommended

### benefits

- Invitation text, study materials, preparatory worksheets, e.g., daily performance curve.
- Optional in the company: Microteaching of the participants' managers
- Kick-off workshop as described above, learning diary.
- Photo protocol with contents, results, and scenes (pdf). Formats for daily planning, six life areas are delivered as MS Office file for individual customization.
- Individual transfer coaching and consultation (by telephone, 0.5 hours per participant)

### investment

- We will be happy to make you an offer based on a complete package. Let's talk about your wishes and expectations about details and procedures!
- Travel costs and expenses according to expenditure
- ROI: with active learning attitude at the latest in the 4th week after the seminar date