

Managing your time and priorities - ENG

2 jours - 14,00 heures
Programme de formation

Objectifs pédagogiques

Pedagogical objectives

- Understanding the causes of time wasting
- Knowing how to prioritise tasks and actions
- Organising personal work according to deadlines: planning
- Knowing how to use time management tools
- Knowing how to save time when dealing with different people

Compétences visées

- Negotiating your time
- How to prioritise tasks and actions
- Organise your personal work according to deadlines: planning
- How to use time management tools

Description / Contenu

Description / Content

Day 1: Introduction to the course and the 'training-action' formula The overall approach to optimising your time;

ALLOCATING MY TIME CRITICAL ANALYSIS

- Individual assessment of how I use my time
- Activities with high added value for my job
- Critical analysis

CAUSES OF TIME WASTING?

- My main 'robbers of time'
- *Exercises*
- My individual behaviour with regard to time
- *Exercises*

PLANNING YOUR TIME

- Laws and basic principles of time management
- My time horizons, my room for manoeuvre
- Planning your day

DELEGATION

Work in 3 sub-groups What to delegate, not to delegate, the delegation approach Conclusion My intersession progress contract;

Day 2: Managing your time and energy/Priorities;

HOW TO SAVE TIME IN YOUR PERSONAL WORK

- Our recipes for success Individual exercise
- Dealing with priorities
- Exercise
- Developing your personal efficiency;

WORKSHOP: Personal efficiency

HOW TO SAVE TIME WITH OTHERS





Improved cooperation with your network of contacts
Negotiating your time
Mastering interruptions and requests
Knowing how to say no positively;

WORKSHOP: Interaction with others;

CONCLUSION

- Debriefing
- Group feedback
- Take aways

Moyens et supports pédagogiques

Educational resources and supports

- Slide show PPT
- Pedagogical Support

Modalités d'évaluation et de suivi

Evaluation and monitoring methods

- Self-positioning by participants on a digital platform shared with the trainer (at the beginning and end of the course)
- Assessment by the trainer at the end of the course
- On-the-spot assessment immediately after the course
- REX - One-hour practice-sharing workshops one or two months after the initial training course
- Post-training assessment one or two months after the course
- Performance questionnaire sent to the customer three months after the course

Nous sommes à votre écoute au 01 47 66 25 20

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