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Time Management

Group Training

Training code	CGATIMANCE
Spoken Language	English
Language Materials	English
Dayparts	2
Price	€750,00 excl. VAT No extra costs.

What is Time Management

Do you sometimes feel that time is catching up with you and you don't have enough time for everything you need to do? In this training, you will learn how to work effectively and efficiently, increasing your productivity. We identify bottlenecks in your work and find solutions that suit you. This way, you gain control over your time and can focus on what is truly important to you.
"Time is precious." Our whole life revolves around time. A common complaint is that the workload is very high. In this training, we reflect on the extent to which your work goals are being achieved and whether this is happening in the desired manner. We pay a lot of attention to setting priorities, organizing, and monitoring your work.
After completion of the training:

- You have learned how to recognize bottlenecks in your work and you have the tools to solve these.
- You have insight into how to appropriately deal with time wasters and failures/interrupts at work.
- You know how to make a result-oriented, satisfactory planning from your work.

Who should attend Time Management

For every professional who wants to get the best out of themselves and others every day, such as:

- Project Managers: Learn to prioritize tasks and manage project timelines effectively.
- Team Leaders: Gain skills to organize team tasks and ensure timely completion.
- Administrative Professionals: Enhance your ability to manage schedules and deadlines.
- Entrepreneurs: Develop strategies to balance multiple responsibilities and grow your business.
- Students: Improve your study habits and manage academic workload efficiently.
- Freelancers: Learn to juggle multiple clients and projects without missing deadlines.
- Executives: Optimize your time to focus on strategic decision-making and leadership.
- Sales Professionals: Manage your sales pipeline and client meetings more effectively.

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Prerequisites

No prior knowledge or experience is required. This training is suitable for anyone looking to improve their time management skills.

Objectives

At the end of the training, you will be able to:

- Organize your work in a result-oriented way and be in control of your time spent.
- Recognize your own pitfalls and have the tools to avoid them.
- Deal with time wasters in your area effectively.
- Make a result-oriented, satisfactory planning from your work.

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Real life stories of our professionals' experience that tell how to solve problems and work with the people around it, do the rest.

An organization, like ours, helps people and their organizations day by day to get the best out of themselves and each other. We prepare them to defy tomorrow's challenges. We stimulate learning and curiosity. In order for individual IT professionals and their employers, to build better, longer and more intensive relationships. For mutual benefit.

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