

Seminar offer for „self- and time-management” by Dirk Käser M.A.

goal:

The seminar provides the skills how to use your time efficiently, so that the employer is impressed and at the same time the worker is balanced and without stress. We oftenly waste valuable time by either setting priorities in the wrong way or not planning our work methodically. So we will become aware of typical mistakes. We will be dealing with proven methods and techniques. By formulating measurable, objective goals also the monitoring of the success can be guaranteed.



target group:

managers and staff involved in daily operations who require more time and less stress

number of participants: max. 12

content:

- ✓ measurable, achievable goals
- ✓ work style and performance-curve
- ✓ time that you can plan versus time that you cannot plan
- ✓ time thieves and prevent interference
- ✓ scheduling with Pareto
- ✓ ALPEN method
- ✓ planning and writing
- ✓ profits by setting priorities
- ✓ buffers and intensive use of time
- ✓ clear statements, talking loud and clear
- ✓ delegate by use of Eisenhower

Contact me!

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