

# Practical Time Management

-Référence: **IE-28**

-Durée: **2 Jours (14 Heures)**

## Les objectifs de la formation

## A qui s'adresse cette formation ?

**POUR QUI :**

## Programme

- **Our Relation to Time**
  - Preliminary Reflections.
  - Management Timeline.
  - Different perceptions to time.
  - Time is relative.
  - Time as a resource.
  - Past, Present, Future.
  - Time management influences and consequences.
  - Exercise Case study.
- **Our Use of Time**
  - Standing back.
  - Retreating.
  - Reflecting.
  - Different rituals, reflexes, habits and behaviour.
  - Leisure and other interests.
  - Activity level: being productive and effective.
  - Psychological aspects.
  - The dramatic triangle.
  - How to exit intact.

- Intimacy.
- Exercise Exercise.
- **Time Management: 5 Major Principles**
  - The importance of planning and prioritising.
  - Managing the unforeseen.
  - Handling ?Time-Wasters? expertly.
  - Communicating effectively.
  - Managing flow of information and messages.
  - Adopting an effective time-management strategy to avoid stress.
  - Creating a stimulating environment.
  - Knowing when to take Time-Out.
  - Changing your relation to time.
  - Golden rules of Time Management.
  - Exercise Practical activities.
  - Action plan.



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Nous sommes à votre disposition :  
De Lun - Ven 09h00-18h00 et Sam 09H00 – 13H00

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