

Time Management

In this problem-solving Time Management Training, you will learn to make a distinction between major and minor aspects and to focus your attention on really important matters. You get more overview, tranquillity, and you can set priorities.



You wish to learn more about this training? +31 (0)541 - 663 029 or info@jahetwerkt.nl

Reasons

- You are so busy, but you do not always set the right priorities;
- Your inbox is always filled with e-mails and tasks, your head with sorrows and problems;
- Sometimes you lose the overview and you try to finish everything feverishly;
- You suffer from stress and you panic lightly when thinking about your work;
- You fear you can never finish the task list.

Procedure

- This is a brief coaching in which you will review several aspects of time management together with your coach;
- You will work at setting a renewed priority list;
- Personality plays an important part in working more effectively; delegating and letting go or perfectionism can be points of development in the coaching;
- Improving assertiveness and boundary control;
- Our time management coaches teach candidates to detect their problems and find solutions themselves.

Specifications

Coaching possibilities

- 1-to-1 coaching: in general 8 to 12 sessions of 2 hours, next to the preliminary intake, tests, and assessment;
- Via an online software (optionally with online coach) or just Blended.