



Title

Time and Stress Management

Duration

2-3 Days

Objectives

You learn the importance of time and the meaningful use of it.
 You deal with practical timing as an essential precondition to avoid excessive demand.

Content

- Basics for time and stress management
- Work out own time requirements
- Discover „time thieves“
- Daily output / daily low
- Planning and controlling
- Prioritise
- The right attitude
- Notice stress activities
- Approach for changes
- Stress prevention and reduction

Target Group

Executives, employees and self-employed persons that try to live a full life and that try to find a balance between professional and private life.

Comments

No basic knowledge required.