

Training Time Management / Personal Effectiveness

Have you been busy all day and you did not finish your planned work? Do you have problems with setting priorities? And many ad-hoc activities? Do you experience stress on a regular basis?

You cannot manage time, you can however manage yourself in the time that is given to you.

This training course is aimed at increasing your self-management and time management skills.

Training approach:

- ✓ practical → actionable and applicable
- ✓ personal → we work with your cases
- ✓ effective → quick and long-term results

The effect of the training:

- ✓ you get done what matters most
- ✓ less stress
- ✓ inner peace and outer ease



The content of this training:

- Professional Prioritizing
- Smart Interruption Handling
- Email efficiency
- Discover how you use your time (measure)
- Goal Setting for Real Results
- Practical Planning
- The Circle of Influence
- The Art of Smart Delegation

This training can be adjusted to your specific needs.

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