

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?

Do you have 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.

This training course is aimed at increasing your personal effectiveness.

This training course will help you to make the right choices in doing your work effectively and efficiently. This will lead to less stress and more satisfaction about your achieved results.

Another important benefit from this training course is that you learn how to be more effective in cooperation with other people.

Good collaboration makes working more fun, reduces stress and increases your feeling of fulfilment.

The content of this training:

- Effectiveness and efficiency
- Setting goals
- Time Management Matrix
- The 7 Habits of Highly Effective People
- Discover how you use your time (measure)
- The Secret of the Harbor Master
- Time Management Tips & Tricks
- The Circle of Influence
- Practical Planning
- E-mail challenges and solutions

This training can be adjusted to your specific needs.

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Why this training delivers tremendous value.

Approach

Learning new skills and behavior requires motivation and first of all: **ACTION!**

This training is modular, allowing for configuration to your needs.

Between modules there is time to practice and a mandatory exercise to measure time spent.

Practicing with the new skills is stimulated and monitored by the course leader so all attendees really become skilled during the training period.

By this powerful approach the trainees will make new and better habits part of their daily routine.



investment

Price of Time Management training course	€	2.970
Number of trainees		10
Price per trainee	€	297
Internal costs per hour per employee (estimate)	€	50
Invested time (hours) per employee		12
Total costs per employee: cost of training + hours invested	€	897
Guaranteed time saved (minimal 6%) in minutes per day		30
Cost saved per day	€	25
Profit per week per employee	€	111
Profit per month per employee	€	479
Profit per year per employee	€	5.750
Yearly profit for the whole training group	€	57.500

profit

Profit € **48.530**

ROI in weeks **9**

ROI in percentage of costs 541%

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