



Training Topics:

- **The importance of time management**
 - Story: the priest and the politician
 - Activity: team think
- **80:20 Rule or Pareto Principle**
 - Story: knowing the 20%
 - Activity: the survivor
- **Prioritizing tasks**
 - To-Do Lists
- **Personal Goal Setting**
 - Setting S.M.A.R.T. Goals
 - Activity: goal setting
- **Delegation and time management**
- **Time management in meetings**
 - Case study: Time management in meetings
 - Activity: saving precious time
- **Barriers to time management**
 - Dealing with procrastination
- **Identifying and handling time consuming tasks**
 - Game: where's the loot?

Training Hours:

The duration of the training program will be 8 hours