



Time Management

Description

Anyone wanting to use time productively must first have an idea of where their time currently goes. This e-learning begins by inviting participants to write down their estimates. Then, for two weeks, write down what you've done during every hour of the day. This self-assessment will then be used as a basis for learning the essential methods of time management. The Pomodoro Method, batching, timeboxing, and prioritizing according to the Eisenhower Matrix. The goal is for participants to learn to manage their time in a way that other team members can rely on. This e-learning can also be used to get to know individual methods more closely.

Target Audience

Employees and teams who work in a self-organized manner and/or have difficulties in time management; managers who need new methods of time management; junior employees who are new to leadership roles

Learning Objectives

- Understanding the basics of time management
- Setting targets and deriving tasks from these
- Setting clear priorities
- Making batching more effective
- Benefiting from the advantages of timeboxing
- Using the Pomodoro method to focus on your work