



# Time management and self-management

Make your work more effective through  
organization and time management

## Seminar objective

Improve your time and self-management! A more efficient use of your time at work creates more space for the most important tasks. In this seminar you will reflect on your self-organization, set your priorities and learn time saving work techniques. Using everyday work life examples, you will be shown new methods and principles of work organization, how to deal with the flood of information, and the typical pitfalls in dealing with time. You can create customized daily and weekly plans and transfer them into your everyday life.

## Seminar content

### Introduction Time management: methods and techniques:

- Methodical and structured approach to work
- The Pareto Time Principle (80:20 rule)
- The ABC Analysis and the Eisenhower Principle
- Saving time with daily and weekly plans: analog and digital methods
- Train yourself to read quickly
- Meeting deadlines and achieving goals

### Conscious use of time:

- Time and self-management: strategies for improving the way you work.
- Working in an agile environment: dealing with constant accessibility, important and urgent tasks, and information overload: adapting the way you work
- Maintaining an overview - finding the right objectives

### Change time and quality processes in a targeted manner:

- Where is my time sweeping away?
- Save time through sensible and correct delegation as well as control (daily and weekly schedules).
- Create schedules and appointment lists for the right time planning
- Create free time windows for your priorities
- Say "No!"
- Achieve your goals through time-saving ways of working

### What factors cause success?

- Reduce stress through systems of order in the workplace
- Self-confidence through functioning structures
- How do I motivate myself?
- Recognizing and building on strengths

## Methodology

Example exercises Simulation of everyday situations Trainer input  
Exchange of experiences and discussion Individual and group  
exercises

### Course ref.

AO3000

### Participants

not more than 9 participants

### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

### Location & dates

#### Online seminar

16.01.2023 – 17.01.2023  
23.01.2023 – 24.01.2023  
13.04.2023 – 14.04.2023  
15.06.2023 – 16.06.2023  
31.08.2023 – 01.09.2023  
30.11.2023 – 01.12.2023

#### Münster

12.12.2022 – 13.12.2022  
09.03.2023 – 10.03.2023  
24.04.2023 – 25.04.2023  
22.06.2023 – 23.06.2023  
14.08.2023 – 15.08.2023  
28.09.2023 – 29.09.2023  
26.10.2023 – 27.10.2023  
14.12.2023 – 15.12.2023

#### Hamburg

13.02.2023 – 14.02.2023  
13.04.2023 – 14.04.2023  
11.09.2023 – 12.09.2023  
27.11.2023 – 28.11.2023

#### Berlin

16.03.2023 – 17.03.2023  
04.05.2023 – 05.05.2023  
24.08.2023 – 25.08.2023  
02.11.2023 – 03.11.2023

#### Hannover

27.02.2023 – 28.02.2023  
13.07.2023 – 14.07.2023  
07.12.2023 – 08.12.2023

#### Leipzig

23.01.2023 – 24.01.2023

#### Kassel

27.03.2023 – 28.03.2023



### Target audience

The seminar time management is aimed at all those who want to achieve more in the shortest possible time.

03.07.2023 – 04.07.2023

#### **Cologone**

02.03.2023 – 03.03.2023

01.06.2023 – 02.06.2023

14.09.2023 – 15.09.2023

20.11.2023 – 21.11.2023

#### **Frankfurt am Main**

06.02.2023 – 07.02.2023

15.05.2023 – 16.05.2023

21.09.2023 – 22.09.2023

06.11.2023 – 07.11.2023

#### **Nuremberg**

27.04.2023 – 28.04.2023

20.07.2023 – 21.07.2023

#### **Stuttgart**

08.12.2022 – 09.12.2022

16.10.2023 – 17.10.2023

11.12.2023 – 12.12.2023

#### **Munich**

11.05.2023 – 12.05.2023

10.07.2023 – 11.07.2023

11.09.2023 – 12.09.2023

30.11.2023 – 01.12.2023

#### **Vienna**

15.06.2023 – 16.06.2023

12.10.2023 – 13.10.2023

#### **Zurich \***

31.08.2023 – 01.09.2023

#### **Fee**

980,00 € (ex. VAT)

1.166,20 € (inc. VAT)

\* Fee Zurich:

1.400,00 CHF

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



## **FAX-ANMELDUNG +49 251 20205-99**

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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

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\_\_\_\_\_  
Name/Vorname

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E-Mail

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Mobilnummer

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Veranstaltung                      Seminarcode

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Ort                                      Termin

Firmendaten/Rechnungsempfänger

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Firma

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Rechnung (Name)

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Straße/Nummer

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PLZ/Ort

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Telefon/Fax

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2. Teilnehmer

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Mobilnummer

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Veranstaltung                      Seminarcode

\_\_\_\_\_  
Ort                                      Termin

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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Kundennummer

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Anmeldebestätigung (E-Mail)

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Unterschrift