

## Self-Organization and Time Management (SOTM)

**ID SOTM** **Price** 1,450.— €(excl. VAT) **Duration** 2 days

### Who should attend

Anyone who wishes to learn about time and self-organization

- Stress Management Strategies
- Relaxation and tension
- Strengthen resilience
- Resource Activation

### Prerequisites

No prerequisites required

### Course Objectives

You will learn to reflect and recognize your own experiences in stressful situations and learn more about your personal approach to time.

You will learn time management techniques and how you can integrate them into your daily routine.

In reflection exercises, you will identify suitable strategies for yourself and thus create an individual action plan.

### Course Content

#### Resources and time management

- Disclose resources
- Identify stressors and time eaters
- Different handling of time

#### Time Management - Tips

- Use goals
- Prioritization models in practice
- Daily schedule, Kanban and Co.
- Delegation
- Screening strategies
- Using successes for self-management

#### Stress management and resilience

- Emergence of stress
- Health consequences
- Transaction model in practice

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## Training Centres worldwide



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