

# Time Management

CEGOS SWISS. ONE ESSENTIAL AT A TIME.



## What's in it for you?

**Time management isn't just about managing the clock; it's about aligning actions with purpose; it's about orchestrating productivity in the chaos.**

In a world abuzz with demands, mastering time becomes the linchpin for personal and professional effectiveness.

Our Time Management immersive learning journey is designed to empower individuals with the tools and mindset to navigate the complexities of time in today's dynamic landscape.

Through this learning journey, your people delve into the intricate dance between purpose, goals, and energy management, discovering the art of aligning actions with priorities, reducing stress, and fostering a sense of control amidst competing demands.

Rooted in strategies that transcend routine time management, this journey unravels the secrets to optimizing productivity, developing insights into prioritization, identifying sources of poor time management, and leveraging organizational habits to reclaim time for impactful tasks.

Enable your people to embrace the power of aligning personal objectives with efficient time utilization, fueling efficiency and effectiveness in personal and professional spheres.

## Who should attend?

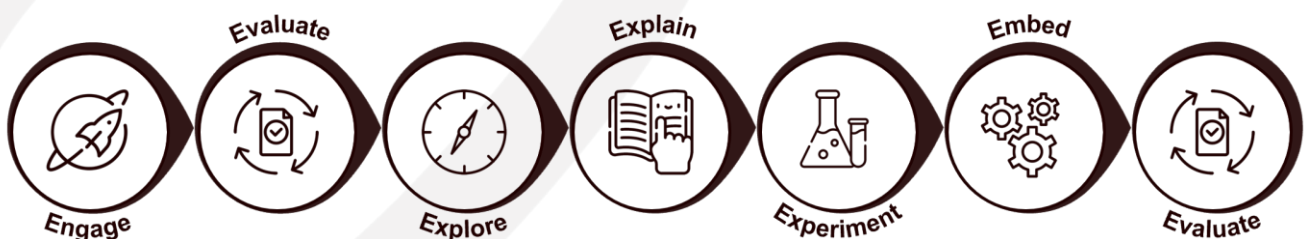
Everyone in the organization.

## Good to know:

The **average employee** spends **51%** of every workday on low to **non-value tasks.**

## Cegos Learning Framework

We apply our holistic and dynamic Learning Framework to build learning journeys that deliver more than just awareness of competencies and skills.



**Every journey engages the learners beyond knowledge, learning step by step, to explore, experiment and embed their learning, transforming skills into performance.**

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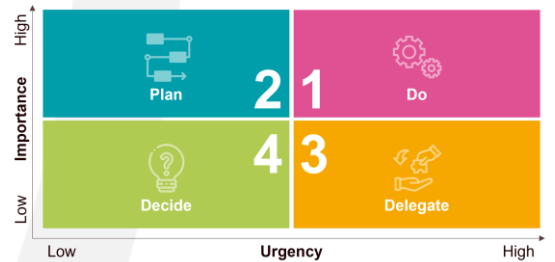


## By completing this learning journey, they will:

- **Align with priorities:** gain clarity on personal objectives, organizing priorities, and aligning actions to achieve these goals, leading to increased efficiency and reduced stress levels.
- **Master time and energy:** explore sources of poor time management, optimizing daily planning techniques, and leveraging energy management strategies for peak performance.
- **Enhance efficiency:** discover mailbox tips and tricks to streamline communication, improve organization habits, and efficiently manage tasks for increased productivity.
- **Understand urgency vs. importance:** develop a keen understanding of distinguishing urgent and important tasks, aiding in better decision-making and task prioritization.

**#MAKINGADIFFERENCE**

## A proven model:



## Digital learning:

- [The 12 guidelines of effective time management](#)
- [Managing your time strategically](#)
- [Curing work overload](#)

## Delivery modes:



Blended learning accessible in our [LearningHub](#).



Can be delivered **in-person and/or virtually** as most appropriate to you and your learners.

## Duration: 14h total learning



**6 hours** of instructor-led learning.



**8 hours** of self-directed and on-the-job learning.

REF: TMN

[www.cegos.ch](http://www.cegos.ch) | [info@cegos.ch](mailto:info@cegos.ch)

“Manage your energy, not your time.”

**#TIL**