



Time management workshop

So much information – so little time

Our lack of time is as old as time itself. Indeed, Roman philosopher Seneca wrote about it as early as 49 BC in his ethical work *On the brevity of life*.

Due to our growing exposure to information, we increasingly experience information overload and time pressure. So what can you do to better manage your daily activities, gain time and create a better balance in your work and life?

This time management workshop will provide you with important tools to improve your personal effectiveness.

Target group

Anyone who has to process a lot of information, acquire new knowledge often and rapidly, has aspirations and often feels overtaken by events.

Length

Approx. three hours



BrainStudio[®]

Content

- Introduction

Your problem is probably not how you can spend time efficiently, but the need to feel good about time. What are the key issues here?

- Experiencing time

How do you experience time? Do you have enough time in your life right now? Receive answers to these questions and find out how time makes you (un)happy.

- Planning

Applying techniques for organizing your time is tied up with your physical and mental wellbeing; what can you do about that? Find out how to manage yourself.

- Technique

What should you pay attention to in terms of your brain when processing information?

- Priorities

We consider the 'traditional' advice for determining priorities and discuss the essence of time management: organization!

- Environment

We look into the relationship between your environment and productivity. What can you do to create a brain-friendly environment?

- Concentration

What is concentration, and what can you do to improve it? We investigate the relationship between your environment and concentration.

- Motivation

Your motivation makes or breaks you. What is motivation, and what can you do to motivate yourself?

- Tips

We provide a number of practical tips to help improve your organizational intelligence and thus your effectiveness.



Programme

- Introduction
- Experiencing time
- Planning
- Technique
- Priorities
- Environment
- Concentration
- Motivation
- Tips