

# Time management (English)

<b>Prijs</b>	Price € 675,-
<b>Verblijfskosten</b>	Accommodation costs € 65,-

This is the total price for all days including coffee/ tea/ water/ sodas, extensive lunch and training room.

<b>Plaats</b>	Utrecht
<b>Aantal dagen</b>	1,5
<b>Max. deelnemers</b>	12

## Trainers

## Doelgroep

Target group: You have a busy work schedule and you want to maintain a good overview of your work and not become entangled in unnecessary daily problems.

## Resultaat

Results: After this training you will be in control of your own time planning. You will know what is necessary to plan your work effectively and therefore will be able to carry it out with more efficiency. In dealing with colleagues or managers you will be able to make effective decisions and be able to choose to say 'no' when necessary.

## Inhoud

Content:

- > How can I set priorities and ensure that my planning really does work?
- > How can I structure my work more efficiently ?
- > How do I dare say 'no' to people?
- > How can I deal with work related stress?

## Aanpak

Method:

- > Complete pre-course questionnaire
- > Complete a time-log form over a three-day period
- > Analyse time-log
- > Practice with different techniques
- > Practice in the intervening period: action plan
- > Theoretical information: course syllabus

## **Uitgebreid**

There's is no additional information available for this course. For further inquiries, please don't hesitate to contact our training department: 020-6595752 or [verderintrainen@vergouwenoverduin.nl](mailto:verderintrainen@vergouwenoverduin.nl)

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[Meer informatie over de training Time management \(English\)](#)

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