



Time Management

Use all your potential!

Is it essential, a priority or urgent? How can you gain control over your time?

How to do your job more comfortably and efficiently?

How to find a productive balance between the different times in your life?

Who can benefit:

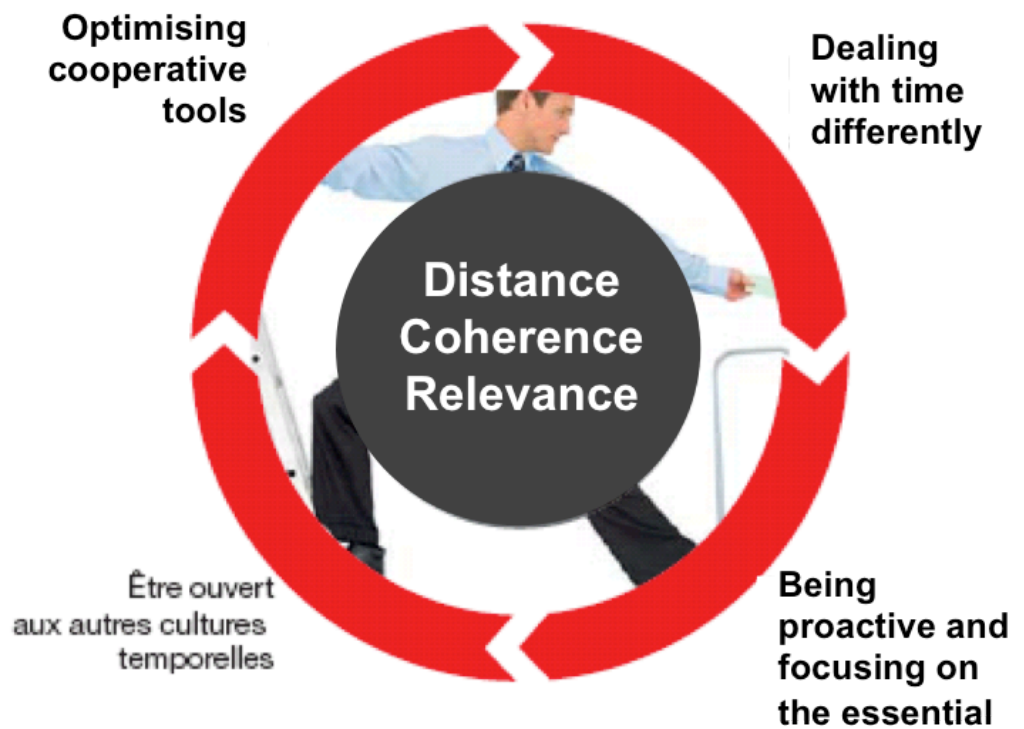
- Line or cross-functional managers, or anybody with latitude to organise their own schedules.
- Workers on the road

If you want to...

- **Control** your time instead of letting time control you
- **Work** more comfortably and efficiently
- **Manage** your career without sacrificing your private life
- **Cooperate** with other people who have different perceptions of time (different jobs, countries, age brackets, academic backgrounds, etc)

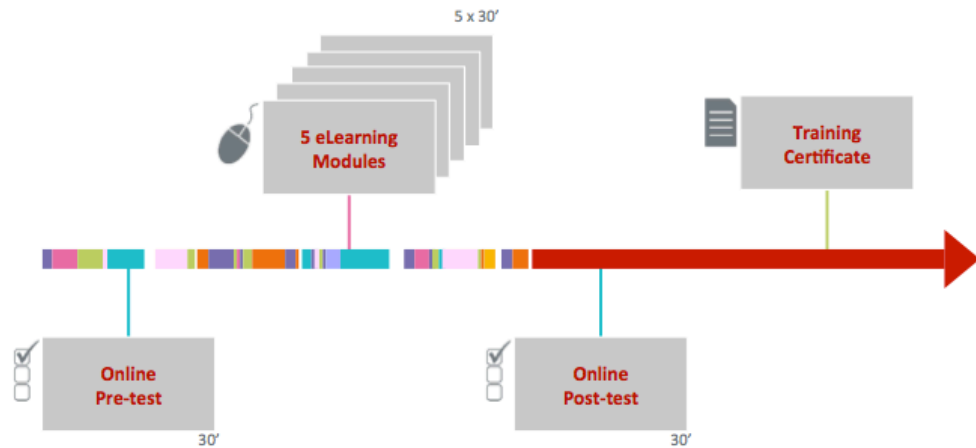
...Then this course is for you.

Model which guided the course design



- 1) **Distance:** taking a step back and looking at the big picture no matter what happens
- 2) **Coherence:** the line between speed and haste
- 3) **Relevance:** the difference between the essential, priorities and urgent situations

Your training path



Knowledge self-assessment

Dealing with time-consuming tasks

eLearning module 1

- Identifying your time-consuming tasks.
- Dealing with time-consuming tasks generated by other people.
- Dealing with time-consuming tasks generated by the organisation.
- Dealing with time-consuming tasks linked to new technologies.
- Eradicating your own time-consuming tasks.

Strategic time management

eLearning module 2

- Avoiding the traps of a chronological approach.
- Choosing the right opportunities to act.
- Optimising time variables.

Your training path (continued)

Focusing on your key priorities

eLearning module 3

- Distinguishing between what is essential, priorities and urgency.
- Harmonising life spheres and roles.
- Clarifying the priorities of your position.
- Using the multiplication coefficients method.

Improving performance through time perception

eLearning module 4

- Working effectively with different personal perceptions of time.
- Cooperating with other cultural perceptions of time.
- Working effectively at a distance.

Increasing your productivity in a fast-paced world

eLearning module 5

- Distance: taking a step back;
- Consistency: remaining calm;
- Relevance: choosing the appropriate actions with the least risk.

Progress self-assessment

Personalized support throughout your course

- You can track your progress through the course on the web platform
- A technical hotline is available weekdays to make sure your course runs smoothly: elearning@cegos.ch

Evaluation and Certification

Evaluation

Online pre-test: diagnostic evaluation before the eLearning modules

- 10 random questions from all the eLearning modules to diagnose previous knowledge. Can only be taken once. Results do not count.

Online post-test: final evaluation after the eLearning modules

- 10 random questions from all the eLearning modules to assess the achievement of the learning outcomes. Can be taken many times and records the best score.

Certification

In order to obtain your training certificate, you must complete all the eLearning modules and obtain **a score of at least 80%** on the online post-test.

