



Managing time and priorities

Improve the quality and comfort of your work

Objectives:

- Identify your relationship with time and understand the obstacles to implementing time management tools
- Use tools to organise your time more effectively
- Prioritise your actions in line with your projects and missions
- Practising self-management and stress management techniques
- Cushion the pressure by taking the necessary step back to take an objective view of the situation

Contents:

Organising your workspace and your schedule

- Putting the ACTE attitude into practice
- Managing basic tasks in a structured way
- Differentiate between the Urgent and the Important (Eisenhower method)
- Define effective planning (weekly and weekly) and manage the unexpected
- Identify stress management tools (relaxation, breathing, etc.)

The laws of time management

- Identify the fundamental laws of time management
- Assess the impact of these laws on day-to-day time management

Effective communication for time management

- Identify the constraining messages that impact on the relationship with the other person
- Developing assertiveness and assertiveness
- Tame the framework to learn to say "no" when necessary
- Limiting interruptions and managing requests through effective questioning
- Experiment with tools for managing stress in relationships with others

Preparing for autonomy

- Define the action plan to be implemented

Duration: 2 days

Public and prerequisites: All audiences - no prerequisites

Price: Upon request

Quilotoa learning method:

Based on theatrical techniques, active and practical, it aims to give each participant the autonomy that is essential for lasting progress. Theoretical points of reference, passed on interactively, complement the practical exercises to help participants grasp the material.

Assessment:

Ongoing assessment: as the course progresses, during the various simulations.

At the end of the course: on a summary exercise.

After the course: via an online form.

People with disabilities:

Our head office welcomes people with reduced mobility. For further information, please contact our disability officer : n.barbey@quilotoagroup.com