

**“Time management”
Training program
(English Material)**

Course Length: Two full days (8 hours)

The Objectives

- Where Does The Time Fly?
- The Big Picture: How to Know What You Really Want In Life
- How to Set Life Goals
- How to Make Time For Your Real Priorities
- How to Manage Your Email
- The Insider Secrets of Planning And Scheduling
- Powerful Ways to Cut the Clutter
- Ways to Beat the Blues
- Trusted Telephone Techniques
- How to Deal With People Who Interrupt Your Day
- Ways to Use the “No” Word To Your Advantage
- The Best Ways to Delegate
- How to Define Tasks In Ways That Will Get Things Done
- Understanding Your Energy Cycles
- Effective Ways to Leverage Technology
- The Power of Money to Leverage Your Path To Success
- How to Win with Other People’s Time and Energy - To Your Mutual Benefit
- How Delays Can Work To Your Advantage
- How to Set Realistic Life Goals