



Time/Power Management Workshop[®] 1 (PMW 1)

Time Management for the Web 2.0 Age

Course Description

In this workshop you will identify your old Industrial Age Time Management techniques and upgrade them to the Web 2.0 Age, such that you are left with Power, Fulfillment and Ease regardless of what and how much there is to do for you.

What You Will Learn

At the completion of this workshop, you will be able to...

- Use new Tools and Practices that allow you to stay 100% focused and eliminate the feeling of being overwhelmed
- Manage the overflow caused by modern communication technologies (Phone, IM, E-Mail, SMS, Web Conferencing, etc.) and use your Time and E-mail Management Software (e.g. MS Outlook for PC or MAC, MS Entourage for MAC, IBM Lotus Notes) more efficiently
- Operate pro-actively (short and long term) instead of operating in “emergency mode”
- Organize both your work and your private life (work life balance)
- Plan and work without leaving any “lose ends”
- Evaluate correctly when you need to say “No”

Number of Participants

Max. 10 students

Duration

Two consecutive days face-to-face followed up with one monthly web conference during the duration of three months.