



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

Time Management for the Digital Age

Course Description

In this workshop you will identify your old Industrial Age Time Management techniques and upgrade them to the Digital 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 focused
 - eliminate the feeling of being overwhelmed
 - and increase your efficiency
- Manage the **overflow caused by modern communication technologies**: e-mail, online collaboration tools (e.g. Webex Teams, G Suite, MS Teams, Slack), cellular phone, chat, web conferencing, blogs etc.
- Use your **calendar and e-mail management software** (e.g. MS Outlook, G Suite, IBM 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 monthly coaching sessions (web conferences) during the duration of three months.