



Mercuri International

TIME MANAGEMENT



PROGRAM OVERVIEW

Mercuri International TIME MANAGEMENT

This is a program to help participants develop and straighten their Time Management skills. By applying the right strategies, participants learn how to manage their life more efficiently and effectively, understanding what important activities need to be completed to achieve their goals and which tasks make them waste their time instead.

AUDIENCE

This program is designed to suit the needs of all the people who want to optimize their productivity.

DURATION

Digital content: 3 h

DELIVERY FORMAT

100% digital or in combination with face-to-face or virtual classroom.

Interactive contents and exercises. All material is supported from laptops, tablets and smartphones.



CONTENT OVERVIEW

1

DEFINING YOUR PRIORITIES

- Understand how to prioritize goals and achieve them by focusing on important tasks

2

FOCUSING ON WHAT IS IMPORTANT

- Understand the difference between what is important and what is urgent
- Define what tasks need to be prioritized and what can be delegated

3

HOW TO BE EFFICIENT AND EFFECTIVE

- Discover the 4 situations we encounter when dealing with a task and how to manage them
- Explore some useful tools that help better organize your work

4

HOW TO DELEGATE

- Learn how, what and when to delegate
- Evaluate the pros and cons of the delegation process
- Discover what are the best strategies you can apply to succeed when delegating

5

HOW TO SAVE TIME TOP 20

- Discover the 20 top tips that can help you save time and become more productive

6

STRATEGIES TO MANAGE TIME AND REDUCE STRESS

- Explore the best strategies that can help you manage your time effectively while reducing stress

7

TIMEWASTERS

- Recognize all those useless activities that make you waste your precious time and learn how to avoid them



Mercuri International

GROW YOUR PEOPLE,
GROW YOUR BUSINESS

