



# Time management

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Mercuri International

# Program overview

## Time management

### Objectives

Apply the right strategies to manage your time effectively and achieve your ultimate goals.

### What you will learn

Discover all the strategies that can help you manage your life efficiently and effectively, understanding what important activities need to be completed to achieve your goals and all those that make you waste your time instead.

### Audience

New managers as well as experienced managers who want to improve or refresh their leadership skills

### Duration

1:30h of digital learning

### Delivery format

Also in combination with face-to-face or virtual classroom

# Content overview

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## 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

2

## Competence levels

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

3

## Strategies to manage time and reduce stress

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

4

## Defining your priorities

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

5

## 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

6

## 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

7

## How to save time top 20


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

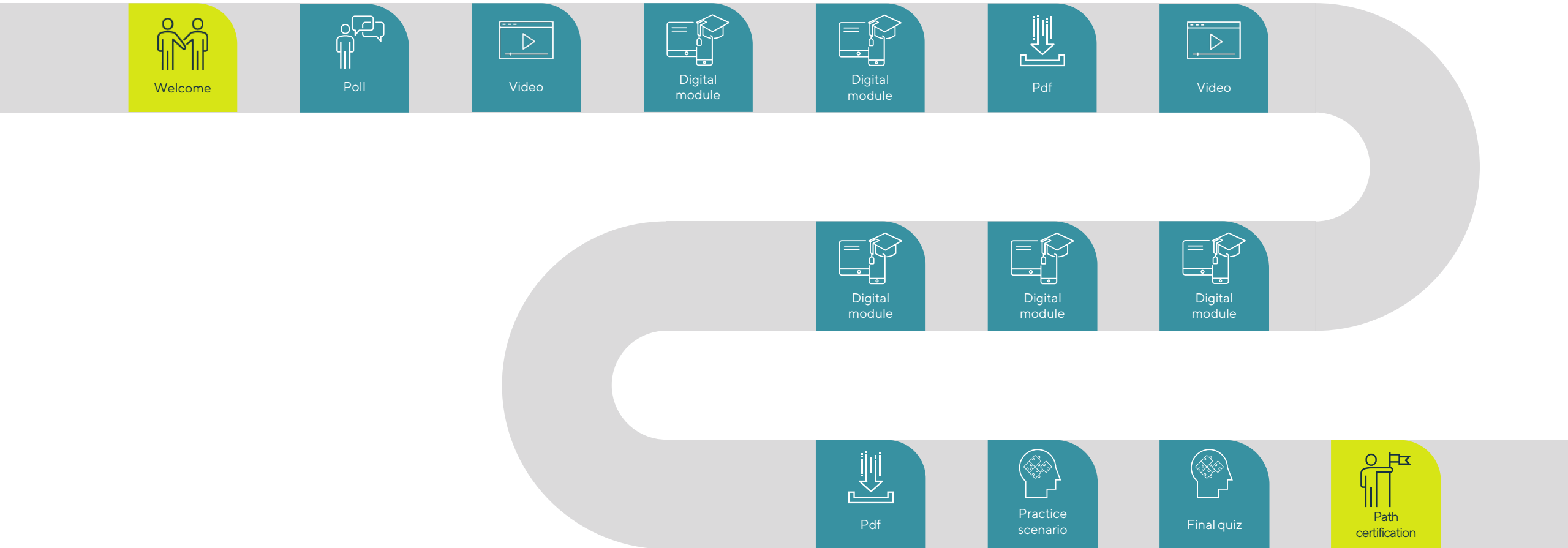
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## Let's practice!

- Put into practice what you have learned about time management so far in a realistic scenario

# Learning path

 Also available including face-to-face or virtual sessions along the path





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Grow your people  
Grow your business

