



## Information

# Magic German Time Management

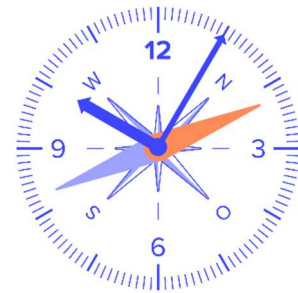
## Targeted Planning, Effective Action

- Do you want to know how to handle your time better?
- Do you want to plan your tasks in a targeted manner and implement them effectively?
- Do you want to experience your daily work calmer, stress-free and successful?

Many people feel they do not have time. The goal of the training is to learn how to deal effectively and efficiently with your time. This includes concentrating on important things; proactively organizing your time; and using effective techniques. The following content allows you to do so.

### Content

- The Need to Act
- Understanding Time and Goals
- Definition of your Goals
- Priorities Setting
- Differentiation between Important & Urgent
- Task Planning
- Get to know your Performance Curve



### Use

- Minimize the waste of your resources (time, money, effort)
- Maximize your performance and satisfaction

### Learning Objectives: After the Workout, you can

- formulate your goals clearly,
- set priorities,
- distinguish between important and urgent,
- plan your day in a targeted way,
- identify conditions which you work best under,
- and avoid disturbances.

**Target Audience:** For all people who want to use their time actively and powerfully.

**The Special Excellence Training:** We offer you an inspiring learning and training experience. Our eTraining (interactive online eLearning) is simply beautifully, entertaining and effective.

**Duration:** Approximately 5 hours.

**Previous knowledge:** No special prior knowledge is required.

**Boost your personal office productivity  
and win your day.**



## Magic German Time Management – Content in Detail

### Introduction

- **The Need to Act**
  - Situation
  - Problem/ Challenge
  - Solution
- **Understanding of Time and Goals**
  - Definition of Time
  - Clarification of the Understanding of Objectives
  - Difference between Effectiveness and Efficiency

### Action Competencies

- **Clearly define your Goals**
  - Importance of Goals
  - The SMART Method
  - The Inner Demon and further Tipps
- **Set Priorities**
  - The Pareto Principle
  - The ABC Analysis
  - Tips for Action
- **Distinguish between Important & Urgent**
  - The Significance of Important and Urgent
  - The Compass Clock
  - The Eisenhower Matrix
- **Plan your Tasks**
  - The Alpine Method
  - Daily and weekly Planning
  - Individuality of Planning
- **Discover your Performance Curve**
  - Determining the Power Curve
  - The Flow State
  - Dealing with Disturbances

### Final

- Sprint Summaries
- Test for Certificate
- Final Words

Simply beautifully, entertaining and effective.

**Your Office Productivity Guide Dipl.-Ing. Andreas Frank, MBA**