

## **TIMEMANAGEMENT**

### **Seminar content:**

- Use your time
- Recognize factors whom steal away time
- Define goals
- Write down your schedule
- Setting priorities

### Definition of time

closed / valuable/ can't buy time/ cannot multiply / flows without possibility to stop / Time is life.  
Time management means dominating your own time and work, not being dominated by one of them

### Use your time

- How much worth is your time
- Most precise handling of time – similar to using money
- Most time is running down because of missing goals, clear scheduling, setting priorities, overall overview,

### Take your time

- To read
- To dream
- To persue your own thoughts
- To work
- To have fun
- For yourself
- For others

### Recognize factors hom steal away time

- Influence of environment
- Guests
- Meetings
- To defer and accept
- To get bogged down
- Beeing off time
- Wrong/missing kommunikation & information
- Unable to delegate
- Missing goals
- No discipline twards yourself

### Definition of goals

- Goals as Concept for ones life
- Overview / Priorities / Abilities
- Pareto-Principle (80:20)
- Missing motivation
- Stress / Time pressure from outside

- Changing specifications without scheduling
- Missing concentration
- Missing success, missing control

Write down what you scheduled

- Overall Overview
- Work relief
- Selfmotivation by control of reached goals
- Success
- Scheduling your day
- Find out about the duration of activity
- ALPEN Method: write down, duration, time buffer, decisions
- Control after action
- Setting priorities (ABC Analysis)

Setting priorities

- Start positive (Act and think)
- Leistungskurve beachten
- Schedule breaks
- Delegate jobs
- overwies / planning / controlling
- stay consequent

**Revisions**

Nr.	Changes	Release	Contrib.	Date
1.	First merge		EH	2012 02 04
2.	Überarbeitung: keine Änderungen		EH	2013/12/06
3.	Review: no changes		EH	2014/11/19
4.	Translation English		EH	2015/05/08
5.	Review : no changes		EH	2015/12/09
6	Update for website	1.5	EH	2018/05/01