



Time management and self-management

Make your work more effective through
organization and time management

Seminar objective

Improve your time and self-management! A more efficient use of your time at work creates more space for the most important tasks. In this seminar you will reflect on your self-organization, set your priorities and learn time saving work techniques. Using everyday work life examples, you will be shown new methods and principles of work organization, how to deal with the flood of information, and the typical pitfalls in dealing with time. You can create customized daily and weekly plans and transfer them into your everyday life.

Seminar content

Introduction Time management: methods and techniques:

- Methodical and structured approach to work
- The Pareto Time Principle (80:20 rule)
- The ABC Analysis and the Eisenhower Principle
- Saving time with daily and weekly plans: analog and digital methods
- Train yourself to read quickly
- Meeting deadlines and achieving goals

Conscious use of time:

- Time and self-management: strategies for improving the way you work.
- Working in an agile environment: dealing with constant accessibility, important and urgent tasks, and information overload: adapting the way you work
- Maintaining an overview - finding the right objectives

Change time and quality processes in a targeted manner:

- Where is my time sweeping away?
- Save time through sensible and correct delegation as well as control (daily and weekly schedules).
- Create schedules and appointment lists for the right time planning
- Create free time windows for your priorities
- Say "No!"
- Achieve your goals through time-saving ways of working

What factors cause success?

- Reduce stress through systems of order in the workplace
- Self-confidence through functioning structures
- How do I motivate myself?
- Recognizing and building on strengths

Methodology

Example exercises Simulation of everyday situations Trainer input
Exchange of experiences and discussion Individual and group
exercises

Course ref.

AO3000

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Online seminar

20.01.2025 – 21.01.2025
08.05.2025 – 09.05.2025
28.08.2025 – 29.08.2025
27.11.2025 – 28.11.2025

Münster

12.08.2024 – 13.08.2024
26.09.2024 – 27.09.2024
24.10.2024 – 25.10.2024
12.12.2024 – 13.12.2024
06.01.2025 – 07.01.2025
06.03.2025 – 07.03.2025
12.05.2025 – 13.05.2025
30.06.2025 – 01.07.2025
31.07.2025 – 01.08.2025
13.10.2025 – 14.10.2025
23.10.2025 – 24.10.2025
11.12.2025 – 12.12.2025

Hamburg

09.09.2024 – 10.09.2024
25.11.2024 – 26.11.2024
20.01.2025 – 21.01.2025
07.04.2025 – 08.04.2025
24.07.2025 – 25.07.2025
24.11.2025 – 25.11.2025

Berlin

22.08.2024 – 23.08.2024
31.10.2024 – 01.11.2024
24.03.2025 – 25.03.2025
05.05.2025 – 06.05.2025
14.08.2025 – 15.08.2025
30.10.2025 – 31.10.2025

Hannover

05.12.2024 – 06.12.2024
24.02.2025 – 25.02.2025
17.07.2025 – 18.07.2025
04.12.2025 – 05.12.2025



Target audience

The seminar time management is aimed at all those who want to achieve more in the shortest possible time.

Leipzig

23.01.2025 – 24.01.2025

Kassel

24.03.2025 – 25.03.2025

30.06.2025 – 01.07.2025

Cologone

12.09.2024 – 13.09.2024

18.11.2024 – 19.11.2024

27.02.2025 – 28.02.2025

30.06.2025 – 01.07.2025

11.09.2025 – 12.09.2025

17.11.2025 – 18.11.2025

Frankfurt am Main

19.09.2024 – 20.09.2024

24.10.2024 – 25.10.2024

03.02.2025 – 04.02.2025

12.05.2025 – 13.05.2025

14.08.2025 – 15.08.2025

09.10.2025 – 10.10.2025

Nuremberg

03.04.2025 – 04.04.2025

17.07.2025 – 18.07.2025

Stuttgart

14.10.2024 – 15.10.2024

09.12.2024 – 10.12.2024

13.10.2025 – 14.10.2025

08.12.2025 – 09.12.2025

Munich

09.09.2024 – 10.09.2024

28.11.2024 – 29.11.2024

08.05.2025 – 09.05.2025

24.07.2025 – 25.07.2025

15.09.2025 – 16.09.2025

27.11.2025 – 28.11.2025

Vienna

10.10.2024 – 11.10.2024

19.06.2025 – 20.06.2025

20.10.2025 – 21.10.2025

Zurich *

29.08.2024 – 30.08.2024

28.08.2025 – 29.08.2025

Fee

1.150,00 € (ex. VAT)



**MANAGEMENT-INSTITUT
DR. A. KITZMANN**

Seminare für Fach- und
Führungskräfte

1.368,50 € (inc. VAT)

* Fee Zurich:
1.600,00 CHF

Included in the price: Working
documents, certificate of
participation, lunch and coffee
breaks.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

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Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

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Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift