



Seminar Description:

“Learning how to manage your personal and professional time effectively”



Training Requirements:

This specific seminar will concentrate on improving the time management skills of participants and increase their performance and productivity levels. It will specifically provide them with the right tools in knowing how to:

- Prioritize correctly with the application of the ABCDE and weekly rhythm register charts methods respectively
- Achieve more with the same effort with the application of the Pareto ‘80/20’ principle
- Delegate effectively
- Retrieve information easily

Training objectives:

Upon completion of the seminar, participants will be able to:

- Organize their time planning in an efficient manner
- Complete their tasks efficiently
- Achieve maximum productivity
- Tackle procrastination and accomplish bottom-line results
- Retrieve information easily



Means and Methods of Training:

- Lecture, demonstration, group work and practical applications

Seminar Language:

- The seminar language can be conducted either in Greek or in English

SEMINAR TIMETABLE

<u>Learning how to manage your personal and professional time effectively</u>				
Content Details (Includes theoretical and practical applications)				
Session times *		Duration * (hours , minutes)	Content Details (Includes theoretical and practical applications)	Instructor
Start	Finish			
09:00	09:45	0.45	<p>Session 1</p> <p><u>Set goals and prioritize for maximum productivity</u></p> <ul style="list-style-type: none"> • What is goal setting and how it is directly related to time management • The importance of measurable goals • Writing your priorities on paper • The ABCDE method 	Michael Virardi
09:45	11:00	1.15	<p>Session 2</p> <p><u>The 80/20 Principle</u></p> <ul style="list-style-type: none"> • Vilfredo Pareto Principle • Exercise in evaluating your time consuming habits and applying the 80/20 principle 	Michael Virardi
11:00	11:15	0.15	BREAK	



11:15	12:15	1.00	Session 3 <u>5 Universal Laws of Time Management</u> 1. How to plan every day in advance 2. Interruptions in the work environment 3. How to set deadlines 4. Easy retrieval of information 5. Urgent vs. Important	Michael Virardi
12:15	13:15	1.00	Session 4 <u>Discover time-delegation techniques</u> <ul style="list-style-type: none"> • How to delegate effectively and to whom • How to keep track of delegation deadlines and save time • How to make sure your schedule works • How to evaluate associates and measure their effectiveness in completing a delegated task • Techniques of retrieving information easily 	Michael Virardi
13:15	14:15	1.00	LUNCH	
14:15	15:15	1.00	Session 5 Case study: “The man who had no time to delegate”	Michael Virardi
15:15	16:15	1.00	Session 6 <u>Return on Energy: ROE</u> <ul style="list-style-type: none"> • Why energy is essential Effective stress management tips • Good vs. Bad stress • Techniques on how to eliminate procrastination The role ROE plays in a person’s productivity levels, resulting in time management effectiveness 	Michael Virardi
16:15	16:30	0.15	BREAK	
16:30	17:30	1.00	Session 7 Discussion follows in groups and participants will be asked to complete Darren Hardy’s worksheet “The Compound Effect” from his same-titled book.	Michael Virardi

Total time of instruction ***

7:00

To make a booking or get more information, please contact Christine S. Antoniou: (tel.) +357 25811511, (fax) +357 25375118, (e-mail) christine@michaelvirardi.com (e-mail) ask@michaelvirardi.com.