



Time Management

"After the 'Time Management Workshop' with Martin Münzer I focus even better: By the end of the day, the really important tasks are done and I am going home with a good feeling."

Ralf Strey, Deputy Head of Department HypoVereinsbank - Member of UniCredit Group

The rhythm of our professional lives has increased considerably over the past years and decades: Every other minute we receive an e-mail, one meeting follows the next. It has become difficult to stay on top of things.

In order to achieve one's and the company's goals an effective Time Management – that goes beyond traditional time planning – is essential. In my workshops you will learn to re-gain full control over your working hours (and the e-mail-inbox) being extremely productive and relaxed at the same time.

Workshop Contents

Key to a new approach to Time Management is blending methods with technology. Knowing all the tricks of Time Management software (generally Microsoft Outlook) does not necessarily improve the organization of one's work. On the other hand, stand-alone methods will also not be enough.

In my workshops the participants will learn state-of-the-art Time Management methods AND how to apply them in the software the most work with: Outlook.

Thus, after the training the participants will have...

- ... returned to the driver's seat of their work life
- ... a firm grip on their tasks and priorities
- ... a clear concept of how to structure the work day and week
- ... a perfectly structured inbox (or at least will have started structuring it)

In order to achieve these goals we will have a close look at the most-advanced prioritization tool, deal with planning the day as well as the week and, of course, how to apply these concepts in Outlook.

Follow-up

During the workshop the participants will have the opportunity to test the tools straight away and – if available – apply them to their Outlook account.

After a few weeks' time, the workshop will be followed by a 1to1-Coaching. Here it will be made sure, that the achievements of the training will be safely anchored in the work day. Also, individual issues can be addressed. The coach will also give feedback on the organization of the workplace itself.

Some Work Samples

Munich Re (one of the worldwide leading re-insurance companies)

- Trainings "Time- and Self-Management"
- 1to1 Coachings 'Time Management' with Top Managers
- Team-Workshops 'Time Management' with entire teams

Amgen GmbH

- Team-Workshops 'Time Management' with entire teams

HypoVereinsbank Unicredit Group

- Trainings "Time- and Self-Management"
- 1to1 Coachings 'Time Management' with Top Managers

Studiosus Reisen (premium travel company)

- Trainings and Coachings "Time- and Self-Management"