

Managing time and priorities in the digital age

Duration: 1 day

Audience: Pour tous

Who is this training for?

Professionals and managers of all levels

Training objectives

- Acquire good reflexes in managing my emails
- Know my weaknesses and those of my close collaborators in order to be more efficient
- Learn to demystify emergencies and plan for them

Summary

Do you feel overwhelmed by events, overwhelmed by your workload, emails and tasks? Do you have the feeling that you are constantly putting out fires and being subjected to the priorities of others? Managing your time and priorities, in a context where everything is moving faster and faster and where the pressure is constantly increasing, can be learned. Proactively maximize your efficiency and optimize your priority management to improve your performance and job satisfaction. In this experiential workshop, you will be shared with theory, concepts, tips and tricks, as well as Edgenda/AFI Expertise's favorites. A team brainstorm and create a concrete game plan will make it easier for you to take ownership of the content in your reality.

Course outline

- Choose priorities and tasks with high added value in the action
- Control interruptions, stay attentive and stay on course
- Organize your activities in a balanced way
- Time is not managed, it is consumed
- Consume time in complexity (VUCA world)
- The 5 types of personality in time management
- The two poles to optimize your relationship with time

- The 9 skills in time management
- Demystify 3 essential notions : Urgent, important and priority
- Understand the risks associated with scattering and working in silos
- Centralize and optimize the management of your tasks
- Theory of "Flow" (cycles of concentration and attention)
- Behaviors related to a person competent in time management
- PODC a still relevant basis
- Define my WHY, my values and give meaning to my work
- Define and align my objectives with those of my team and the organization
- Set myself goals PIRAT objectives
- The secrets of short, medium and long-term planning
- How do I plan my year, my shift, my week, my day?
- Learn to transform a goal into activities
- Aim for balance and work-life balance
- Pareto's Law (80-20)
- Control Interruptions
- Minimize time consumption
- Deal with the unexpected

Approach and methodology

The training is based on an experiential and reflective approach, allowing participants to analyze their current practices and adjust them according to their professional reality. It combines key concepts, practical exercises and peer-to-peer exchanges to promote awareness and action. The facilitator acts as a facilitator, guiding participants in building a personalized action plan to optimize their time management and priorities.

Recommendations

Participants are invited to reflect on their current time management habits and identify concrete challenges (overload, interruptions, emails, unclear priorities) that they want to improve. They are also encouraged to come up with real-life examples from their work context and to provide opportunities to quickly apply the tools in order to anchor learning.