



# 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

13.05.2024 – 14.05.2024  
20.06.2024 – 21.06.2024  
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

11.07.2024 – 12.07.2024  
05.12.2024 – 06.12.2024



### Target audience

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

24.02.2025 – 25.02.2025  
17.07.2025 – 18.07.2025  
04.12.2025 – 05.12.2025

#### Leipzig

23.01.2025 – 24.01.2025

#### Kassel

01.07.2024 – 02.07.2024  
24.03.2025 – 25.03.2025  
30.06.2025 – 01.07.2025

#### Cologone

27.05.2024 – 28.05.2024  
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

13.05.2024 – 14.05.2024  
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

18.07.2024 – 19.07.2024  
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

16.05.2024 – 17.05.2024  
08.07.2024 – 09.07.2024  
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



13.06.2024 – 14.06.2024  
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)

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

\_\_\_\_\_  
Name/Vorname

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Mobilnummer

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Veranstaltung                      Seminarcode

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Ort                                      Termin

Firmendaten/Rechnungsempfänger

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Firma

\_\_\_\_\_  
Rechnung (Name)

\_\_\_\_\_  
Straße/Nummer

\_\_\_\_\_  
PLZ/Ort

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Telefon/Fax

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Branche

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Datum

2. Teilnehmer

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Name/Vorname

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Mobilnummer

\_\_\_\_\_  
Veranstaltung                      Seminarcode

\_\_\_\_\_  
Ort                                      Termin

\_\_\_\_\_  
Anzahl der Mitarbeiter in Ihrem Unternehmen

\_\_\_\_\_  
Kundennummer

\_\_\_\_\_  
Anmeldebestätigung (E-Mail)

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Unterschrift