

# Organising your work in English

« *Time is what those who refuse to organise it lack most.* » Ed. Spaicer

This training course will enable you to make a personal assessment and to consider how to optimise the management of your time (from a professional and also from a personal perspective).

## **Objectives**

- Identifying usual habits,
- Applying organisation principles,
- Making a personal assessment and setting objectives in terms of evolution,
- Classifying priorities,
- Anticipating and appointing clearly.

## **Principles**

- Dealing with the notion of «time budget»,
- Controlling and planning workload.
- Setting organisational strategies,

## **Programme**

- Tools for functional organisation (initial and final personal assessment),
- Managing professional obligations (assessing the situation),
- Analysing and programming optimisations.
- Individual experimentation through concrete situations.
- Individual time and shared time.
- Groups of 5 to 15.

**Duration** - 2 days.