

A close-up photograph of a middle-aged man with short, light-colored hair, looking out of a window. The window has white horizontal blinds, which are partially open, creating a pattern of light and shadow across his face. He is wearing a dark, textured polo shirt. The background outside the window is blurred, showing greenery and a building.

TIME MANAGEMENT

OCCUPATIONAL HEALTH MANAGEMENT FROM SWICA.

BECAUSE HEALTH
IS EVERYTHING

SWICA



Time management

Achieving control through self-management and time management

Ideally, we should divide the 24 hours that we have every day into three eight-hour portions of sleep, work and leisure. For most of us, however, this is impossible for a variety of reasons including workload, family, continuing education, ailing relatives, and problems with friends. Time management is really about self-management – a skill which is becoming more and more important in our information- and performance-obsessed society. The key ability here is to identify when to set which priorities. Which activities rob us of our time and how can we win it back? Sometimes it's enough to modify our habits a little or acquire practical tools which simplify life to an astonishing degree and can even improve it.

Target group

- All employees

Goals

Attendees

- are familiar with key time management rules and receive tips for everyday life
- identify activities that eat up their time and devise solutions to eliminate them
- think about their time planning and priorities

Contents

- Time management / self-management
- Eliminating activities that eat up time
- Prioritising and planning
- Work organisation tips
- The significance of microbreaks

Method

- Workshop
- Presentation
- Microbreaks

Implementation

- Prevention Management specialist

No. of attendees

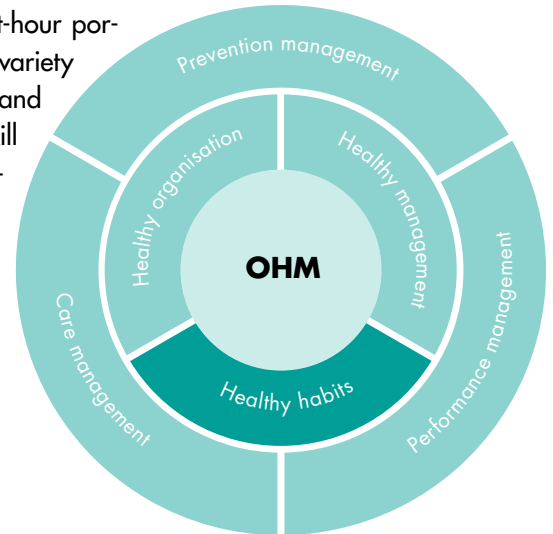
- Workshop: up to 15 people
- Presentation: up to 30 people

Duration

- Workshop: 3 hours
- Presentation: 60 or 90 minutes

Location

- On the company's premises or by arrangement



Tip

The "Time management" module can be combined with the following SWICA offerings:

- Resilience
- Stress

SWICA Healthcare Organisation

Because health is everything

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