



TIME MANAGEMENT AND ORGANISATION

ACHIEVING CONTROL THROUGH SELF-MANAGEMENT AND TIME MANAGEMENT.

Heavy workloads, family demands, continuing education or sick relatives often make it hard to strike a healthy balance between work, leisure and sleep. During the presentation or webinar, attendees learn that time management is really about self-management – a skill that is becoming more and more important in our information and performance-obsessed society.

Target group

- › All employees

Goals

Attendees

- › are familiar with key time management rules and receive tips for everyday life.
- › can identify activities that squander their time and devise solutions to eliminate them.
- › reflect on their time planning and priorities.

Contents

- › Time management/self-management
- › Eliminating activities that eat up time
- › Prioritising and planning
- › Work organisation tips

Method

Presentation, workshop or webinar

Implementation

- › Prevention management specialist

Number 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

SWICA's Prevention Management unit aims to reduce absences, strengthen the potential for better health and improve the wellbeing of employees through health-related measures.

THERE FOR YOU, 24 HOURS A DAY, 365 DAYS A YEAR.

Phone 0800 80 90 80 / swica.ch/prevention-management

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