

# Time Management and Self-Organization

Do the right things and do things right.

This course is designed to strengthen and practice methods that participants can use to optimise their use of available time and improve their self-organisation skills. Learn to analyse your present utilisation of your time and to identify opportunities for improvement. Key topics such as priority setting, task-management, self-management and target-setting will be covered. In this interactive seminar, participants will learn to create a healthy and motivating work-life-balance. Work organization and digital communication habits will be discussed and optimisation potential identified. This includes tips and tricks to organise the tasks you set for yourself as well as the ones you are given. Finally, new hybrid working environments will be covered in connection with time management and self-organization. Special attention will also be placed on video conferencing and intercultural differences between regions and cultures.

## Content

### Time management principles and techniques

- Writing effective to-do lists.
- Setting reachable targets.
- Planning and managing tasks.
- Working efficiently and delegating tasks.
- Home office and time management.

### Self-organisation

- Goals in a work-life-balance context.
- Determining your priorities.
- Effective communication.
- Awareness of weaknesses, use of strengths.
- Competencies of successful self-management.
- Mid-term planning and strategic objectives (long-term).
- Dealing with stress, anger and fears.
- Discipline in home office.

### Work organisation

- Desktop organisation.
- Optimised filing.
- IT files and organisation.

## Online Learning Platform

Once you have registered, you will be able to access your online learning platform, including extra materials for consolidating what you have learned.

## Your benefits

- Develop fitting ways of managing yourself and your tasks and become able to tackle short, medium and long-term tasks and goals in a more relaxed and confident manner.
- Get to know and use methods and techniques which enable the efficient time usage while also taking your work-life-balance into consideration.
- Learn to manage business communication so that it enhances your work-day instead of becoming a disturbance.
- Brush up on your English and learn phrases applicable to schedules, priorities and goal achievement.
- Take home office environments into consideration.

## Methods

Trainer input, case studies and best-practice examples, simulations and role plays, group breakout sessions and individual case evaluations, exchanges of experience, checklists and worksheets.

## Who should attend

Specialists, high potentials, and managers as well as project managers who need to optimise their use of time, strengthen their confidence in priority setting, and their ability to communicate tasks in English. All those who need to work in projects or teams in the English language in every-day business and task-oriented activities. Anyone who wants to improve his or her work-life-balance. All people who want to improve their own self-organisation and optimize their use of available time. This seminar is of great advantage for anyone feeling stress due to „too many“ tasks and „too little“ time.

## Open Badges - Show what you can do digitally too.

Open Badges are recognised, digital certificates of participation. These verifiable credentials are the current standard for integration in career networks such as LinkedIn.

With them, you digitally demonstrate the competences you possess.

After successful completion, you will receive an Open Badge from us.

Read more:

<https://www.haufe-akademie.de/seminare-lehrgaenge/trending-topics/open-badges>



## Instructor



### Dr. Martin Friedrich

Meine Arbeit beginnt dort, wo Programme aufhören: am Nullpunkt. Der Moment, in dem du aussprichst, was du bisher vermieden hast. Ich halte den Raum, während du durch diesen Moment gehst. Danach wird alles klarer – Ordnung.

- Scharfes Profil
- Klare Rollenpositionierung
- Schnellere Entscheidungen
- Stabile Schlüsselbeziehungen

Mein Weg folgt der Erfahrung aus 25 Jahren Arbeit mit Führungskräften in komplexen Kontexten.

Deine realen Situationen. Und ich halte den roten Faden – auch wenn du ihn zwischendurch verlierst.

## Training details

### Training in English | Präsenz

2 days

Limited number of participants

### Dates & locations

**13.-14.10.2026**

Frankfurt a. M./Oberursel

**Venue**

elaya hotel frankfurt oberursel

**Days & Times**

Tuesday, 13.10.2026

9:00 am - 6:00 pm

Wednesday, 14.10.2026

9:00 am - 4:00 pm

**01.-02.02.2027**

München

**Venue**

Hyperion Hotel München

**Days & Times**

Monday, 01.02.2027

9:00 am - 6:00 pm

Tuesday, 02.02.2027

9:00 am - 4:00 pm

**14.-15.04.2027**

Berlin

**Venue**

centrovital Hotel

**Days & Times**

Wednesday, 14.04.2027

9:00 am - 6:00 pm

Thursday, 15.04.2027

9:00 am - 4:00 pm

**06.-07.09.2027**

Düsseldorf

**Venue**

voco Düsseldorf Seestern

**Days & Times**

Monday, 06.09.2027

9:00 am - 6:00 pm

Tuesday, 07.09.2027

9:00 am - 4:00 pm

Current dates and further information can be found at [www.haufe-akademie.de/2562](http://www.haufe-akademie.de/2562)

### Participation fee

€ 1.540,- excl. VAT

€ 1.832,60 incl. VAT

The stated participation fee includes a group lunch per full seminar day, refreshments during breaks and extensive course handouts. The participant must settle accommodation costs directly with the hotel. Regarding the booking of the hotel, you will find a reservation form in your online learning platform.

## Your registration options

Online: [www.haufe-akademie.de/2562](http://www.haufe-akademie.de/2562)

E-mail: [anmelden@haufe-akademie.de](mailto:anmelden@haufe-akademie.de)

Book your training course quickly and easily online. Please be sure to enter the name of the participant and the full billing address with telephone number and e-mail address.

In our Questions & Answers (FAQ) section you will find all the answers to the most frequently asked questions about our training courses:

<https://www.haufe-akademie.de/faqs>

You can also find our detailed conditions of participation on the Internet under [www.haufe-akademie.de/agb](http://www.haufe-akademie.de/agb) or in the overall program.

You can find the complete data protection regulations at [www.haufe-akademie.de/datenschutz](http://www.haufe-akademie.de/datenschutz).

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