

# Time- and Self-Management for Leaders

## How to prioritise, delegate and achieve goals

Leaders live in a fast and complex world. Day-to-day business must be managed, and strategic goals must be achieved. Self-organisation and consistent time planning are good tools for managing these tasks. In this training you will identify your personal working style and optimise collaboration with your team and important partners. Learn to delegate consistently and effectively, and to set and follow priorities. You will recognise and reduce time wasters to gain focus. Allocate more time for the essentials in the medium and long term.

### Content

#### **The personal working style**

- Analyse and make the best use of your own working style as a leader.
- Avoid typical time traps in self-organisation.
- Identify the opportunities and risks of delegation and teamwork.

#### **Core tasks: Setting and maintaining priorities**

- Methods and challenges of setting priorities.
- Pursuing strategic goals, securing and maintaining time for the essentials.

#### **Delegation as a leadership tool**

- Principles of successful delegation.
- Recognising and maintaining the high benefits of delegation.

#### **Time management toolbox**

- Basics of effective daily and weekly planning.
- Plan realistically to stay productive and motivated.
- Staying balanced in the long term, even with a high volume of work.

#### **Effective digital self-management**

- Manage the flood of emails.
- Keep track of your own and delegated tasks.
- Leverage the benefits of digital tools through synchronised use.

#### **Stay focused – professionally reduce distractions and time traps**

- Identify common time stealers and reduce them quickly and consistently.
- Improve your workflow and the focus of your team.

### 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

- You will analyse your working style and optimise the way you work in/with your team.
- You will be able to set challenging goals and priorities and to pursue them consistently.
- You will acquire methods to keep strategic tasks in view.
- You will learn to delegate effectively.
- You will get to know how to professionalise your digital self-organisation.
- You will identify your personal stumbling blocks and increase your leverage to make necessary adjustments.
- You will also learn where you as a leader can start to increase the efficiency of your staff.

## Methods

The training consists of a mixture of input and exercises. You will actively participate in the learning process. The methods used will include group work, reflection, theoretical input and interactive exercises.

## Who should attend

Leaders from all fields seeking to improve their time management and personal productivity. Project leads are also more than welcome.

## This seminar is available as part of course:

[Lead to succeed: Leadership Program for international Leaders](#)

## 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>



## Trainer:in



### Stefanie Hecker

Trainerin mit großer Leidenschaft für Klarheit in der Kommunikation und (Selbst-)Organisation. Als Expertin für Zeitkompetenz und effektive Meetings Sorge ich für eine abwechslungsreiche Lernatmosphäre. Dank meiner mehr als 20-jährigen Erfahrung steht der unmittelbare Praxisbezug für die Teilnehmer:innen im Mittelpunkt meiner Seminare und Workshops.

## Training details

Training in English | Präsenz

2 days  
max. 12 participants

### Dates & locations

**31.08.-01.09.2026**

Stuttgart

**Venue**

Holiday Inn

**Days & Times**

Monday, 31.08.2026

9:00 am - 5:00 pm

Tuesday, 01.09.2026

9:00 am - 5:00 pm

**09.-10.11.2026**

Hamburg

**Venue**

Radisson Blu Hotel Hamburg Airport

**Days & Times**

Monday, 09.11.2026

9:00 am - 5:00 pm

Tuesday, 10.11.2026

9:00 am - 5:00 pm

**08.-09.04.2027**

Düsseldorf

**Venue**

voco Düsseldorf Seestern

**Days & Times**

Thursday, 08.04.2027

9:00 am - 5:00 pm

Friday, 09.04.2027

9:00 am - 5:00 pm

**14.-15.07.2027**

München

**Venue**

München

**Days & Times**

Wednesday, 14.07.2027

9:00 am - 5:00 pm

Thursday, 15.07.2027

9:00 am - 5:00 pm

Current dates and further information can be found at [www.haufe-akademie.de/42382](http://www.haufe-akademie.de/42382)

### Participation fee

**€ 1.540,- excl. VAT**

€ 1.832,60 incl. VAT

The participation fee includes

- a joint lunch per full seminar day,
- refreshments during breaks, and
- comprehensive working materials.

Accommodation costs at the hotel are to be settled directly by the participants with the hotel. You will find a reservation form for hotel booking in your learning environment.

## Your registration options

Online: [www.haufe-akademie.de/42382](http://www.haufe-akademie.de/42382)

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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