

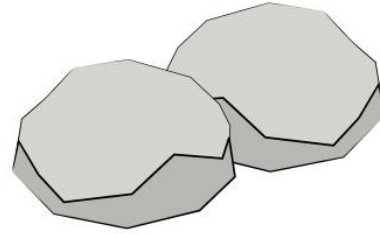


# Werknemersvaardigheden

Plannen & organiseren

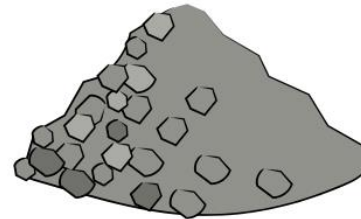
# Piramide van Maslow





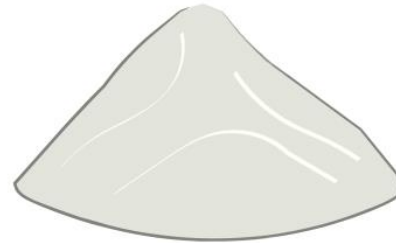
### **BIG ROCKS**

Highest priority projects and tasks.



### **LITTLE ROCKS**

Urgent or important priority projects and tasks.



### **SAND**

Unimportant projects and tasks.

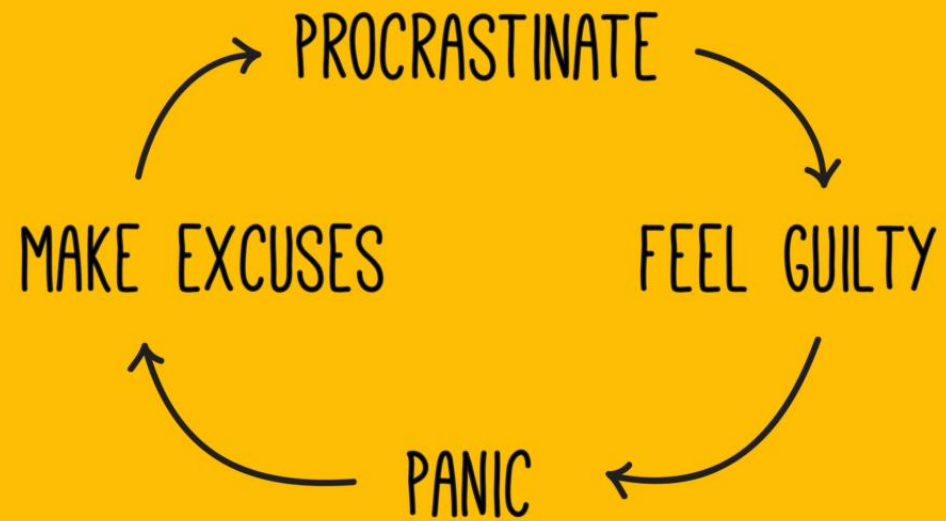


# Prioriteiten stellen



MOET ik dit nu doen?  
moet IK dit nu doen?  
moet ik DIT nu doen?  
moet ik dit NU doen?  
moet ik dit nu DOEN?

# THE PROCRASTINATION CYCLE



# Plannen



Pareto-principe: 80/20 regel





# THE **POMODORO** TECHNIQUE

①



**Decide on the  
Task That  
You Need to  
Do**

②



**Set the  
Timer to 25  
Minutes**

③



**Work on the  
Task Until the  
Timer Rings**

④



**Take a Short  
5 Minute  
Break**

⑤



**After 4  
Cycles Take a  
15-30 Minute  
Break**



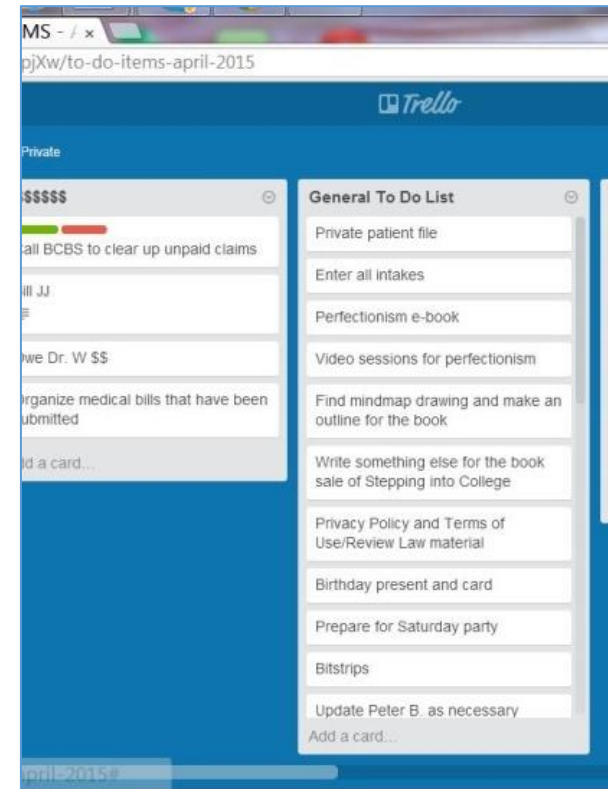
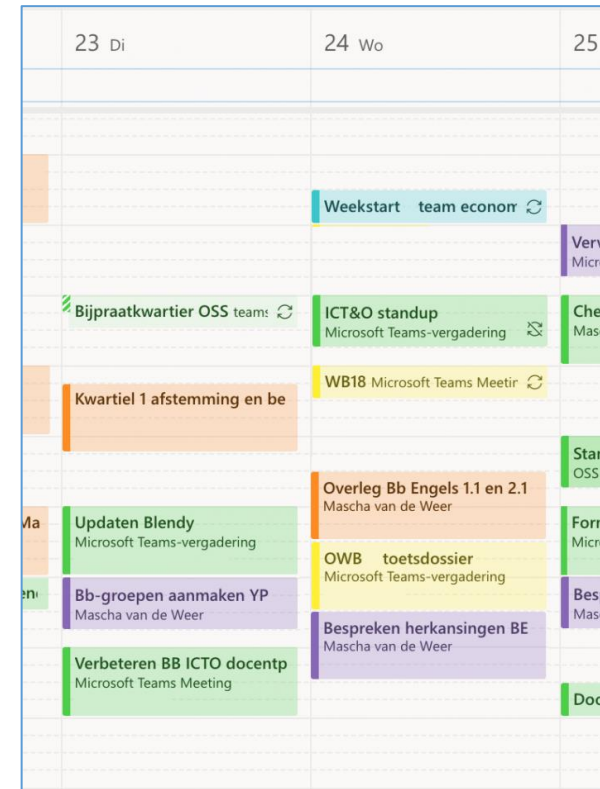
# Tips bij uitstelgedrag





*Een doel zonder plan  
is slechts een wens*

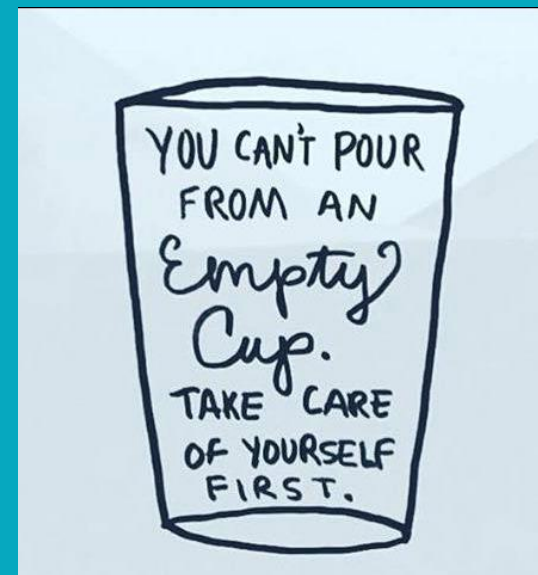
# Hoe ziet jouw week eruit?





# Organiseer jezelf





# Paradigma

**A paradigm is like  
a pair of glasses;**



**it affects the way  
you see everything  
in your life.**

**Talent bepaalt wat je  
kunt bereiken; inzet  
of je het bereikt.**

**Lou Holtz**

**OM  
DENKEN**

*Via Dagelijkse Gedachte*

$T \times I \times S =$   
eindresultaat

talent x inzet x strategie =  
eindresultaat

Ga je uit van je talent en zet je je  
weinig in?

$$10 \times 2 \times 4 = 80$$

of:

Heb je wel talent maar zet je je  
goed in?

$$7 \times 10 \times 3 = 210$$



# MINDSETS

## FIXED MINDSET

The belief that skills, intellect, and talents are set and unchangeable.



## GROWTH MINDSET

The belief that skills, intellect, and talents can be developed through practice and perseverance.



I'll stick to what I know. Either I'm good at it or not.

DESIRES

I want to learn new things. I am eager to take risks.

It's fine the way it is. There is nothing to change.

SKILLS

Is this really my best work? What else can I improve?

This is a waste of time; there's a lot to figure out.

EFFORT

I know this will help me even though it is difficult.

It's easier to give up. I'm really not smart.

SETBACKS

I'll use another strategy; my mistakes help me learn.

This work is boring. No one likes to do it.

FEEDBACK

I recognize my weakness, and I know what to fix.

It's easy for him or her. They were born smart.

TALENTED PEERS

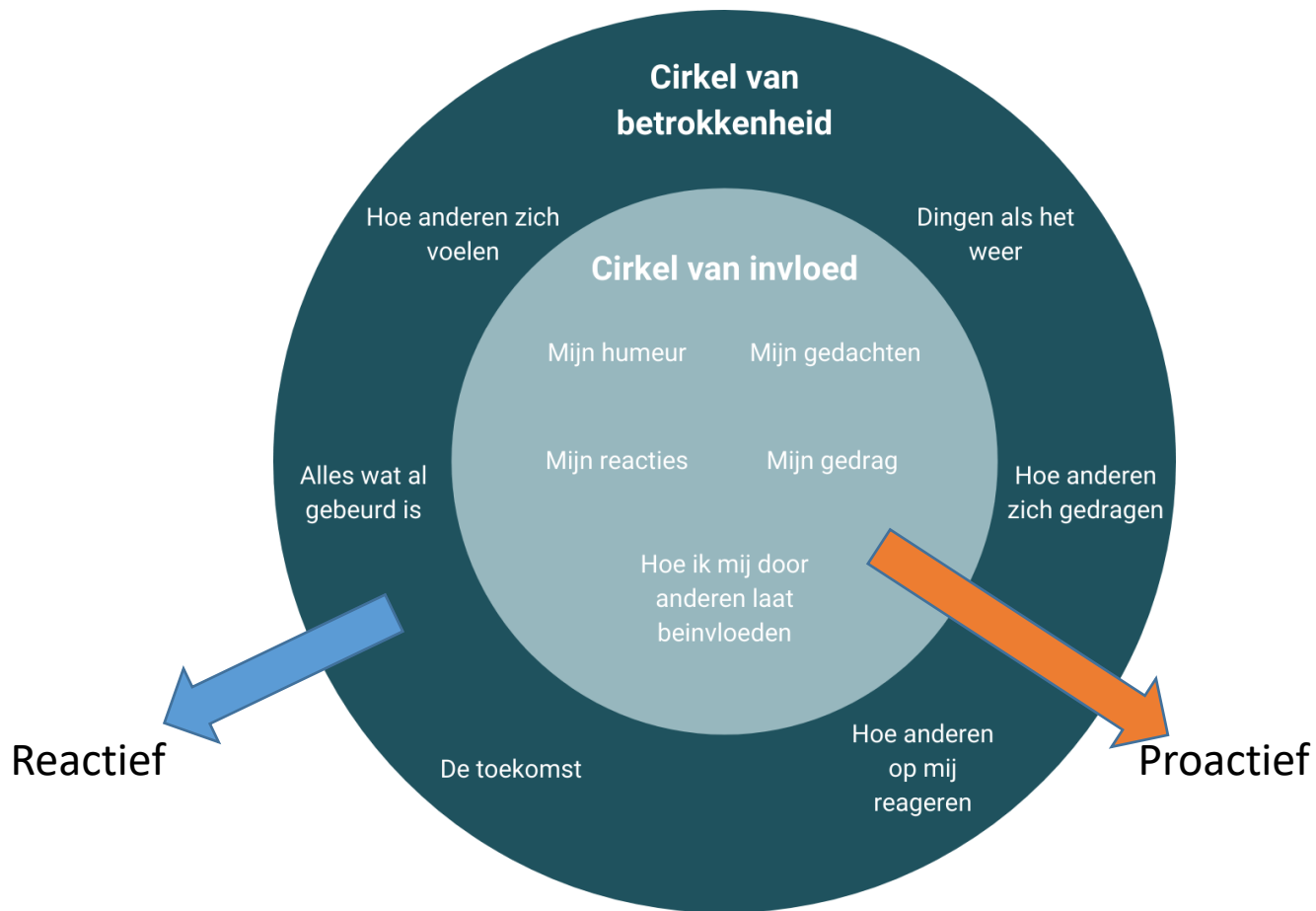
I wonder how they did it. Let me try to figure it out.

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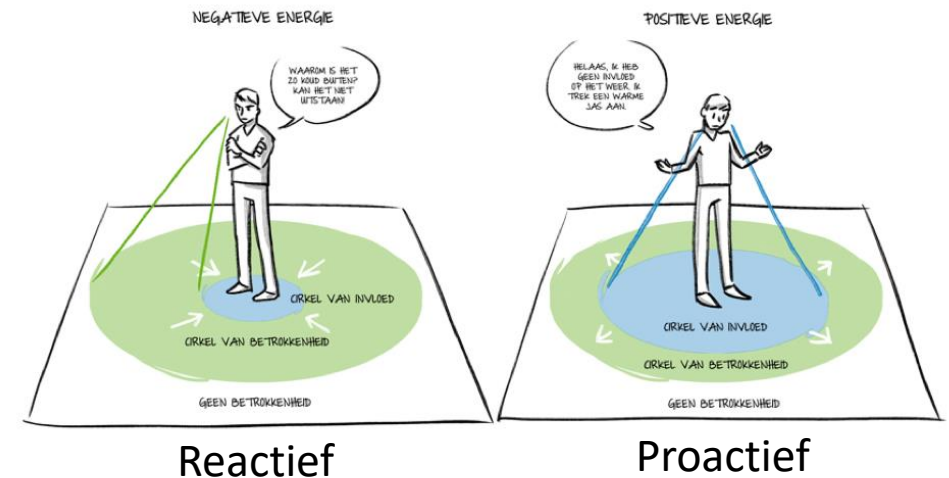


Je overtuiging -> je gedrag -> je resultaat

# Cirkel van invloed en betrokkenheid



*"Carry your own weather"*





# Koers bepalen

