

# Certificate

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Completed the Basis Qualification **Time Management** at  
the Fraunhofer IIS from 11.-12. February 2020

## Contents:

- Time analysis - where is my time going?
- The difference between effectiveness and efficiency
- The inner drivers and the understanding how they influence my time management
- SMART goals for an effective time management
- My behavior, my own role for a functional time management
- Time management and stress reduction
- Planning
- Prioritization using Eisenhower, ABC analysis, Brian Tracy and Harvard
- Eat that frog! - Avoid procrastination
- Pareto analysis - When is 80% really enough?
- Time management and Outlook - What options are available?
- Identify and eliminate time thieves
- Dealing with permanent distraction
- Strategies how to say no
- Dealing with smartphones etc. – waste of time or effective tool?
- How to manage permanent accessibility

  
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