

Time and self-management - why is it worth sending employees to personal efficiency training?

Effective time management is the basis for the functioning of absolutely every company! It is like the company's DNA, which determines the condition of all processes taking place within it. In today's world, only organizations that care about time management skills have a chance of gaining a competitive advantage.

An employee who doesn't know how to manage time:

- has difficulty meeting deadlines or working overtime
- postpones the implementation of the most important tasks and focuses on other responsibilities
- as a manager, he has difficulty planning the team's work
- is not aware of how his attitude affects the functioning of the entire organization
- he does not delegate tasks and tries to do everything himself, even though he spends more time on it
- can delay the implementation of projects and hinder the team's work - by not completing their task in a timely manner
- complex projects are overwhelming for him and he has difficulty implementing them
- feels discomfort and acts under tension, which reduces his motivation and well-being
- there is no sense of agency
- has difficulty setting and implementing strategic goals for his position
- has difficulty concentrating and is highly distracted

An employee with developed emotional intelligence:

- meets deadlines and implements strategic tasks
- achieves set goals and sets new, also long-term, goals
- takes responsibility for his or her working time - chooses the most effective way to complete the task
- successfully implements complex projects and delegates tasks appropriately
- his work is structured, the effects are transparent to his superiors
- keeps track of his working time and is focused on tasks
- conducts business meetings limited in time to the necessary minimum
- consciously approaches internal motivation and knows how to find the energy to act
- is more confident and more consistent in cooperation
- provides oneself with time for adequate rest and inner peace, which are necessary to achieve job satisfaction

FREE

A package of EXTRA benefits for training at 4GROW



- ✓ **The trainer will ask about your needs and propose an optimal program** - we can talk today about the employee's problems and needs to make sure they are met. And they will be fulfilled, even if they go beyond the training formula, because only with us the "program" means something more than the training itself!
- ✓ **Individual training after training** - when the employee needs to take care of himself a challenge that goes beyond the training program, but related to assertiveness, or prepare for an important and difficult situation in the company, e.g. talking to a difficult client, enforcing the contractor's performance of the contract
- ✓ **"Unlimited" telephone support from the trainer** - when your employee feels that he wants to verify his progress or needs consultation because the situation he encountered requires additional knowledge
- ✓ **Guaranteed date** – we guarantee training for as few as 3 participants. We do not cancel training.

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