

# Course : Manage your time to be more efficient

Practical course - 2d - 14h00 - Ref. GET

Price : 1610 CHF E.T.

★★★★☆ 4,6 / 5

BEST

This training course will enable you to master the different techniques of time management. It will teach you how to prioritize and improve your productivity, while preserving your equilibrium in the face of stress. Thanks to practical exercises and tailored tools, you'll leave with a personalized action plan to help you achieve your professional goals with peace of mind.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Implement methods to improve efficiency by overcoming obstacles
- ✓ Plan tasks and activities according to job priorities
- ✓ Maintain your balance to be more productive in the face of stress
- ✓ Optimizing time management in the workplace

## Intended audience

Anyone wishing to improve their time management

## Prerequisites

No

## Course schedule

### PARTICIPANTS

Anyone wishing to improve their time management

### PREREQUISITES

No

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Understanding the representation of time ("timeline")

### Compétences visées

- Distinguish between the concepts of subjective and objective time
- Identify the factors that influence your perception of time
- Evaluate the impact of time management on daily life
- Building a personal representation of time

### Activités pédagogiques

- Individual reflection: identify your relationship with time using open-ended questions
- Exercise: creating a personal timeline
- Brainstorming: group discussion on different perceptions of time
- Launch of an individual action plan: definition of areas for progress, objectives and schedule

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 2 Identify how the individual manages time

### Compétences visées

- Identify behaviors and habits related to time management
- Evaluate the effectiveness of current strategies
- Develop awareness of behavioral patterns
- Implement strategies to change behavior

### Activités pédagogiques

- Self-diagnosis: assessment of time management habits
- Role-playing to identify psychological games
- Individual and collective reflection: identifying constraining messages
- Enriching the individual action plan

### Outils et méthodes

- Quiz and self-diagnosis on time management

### 3 Know the major principles of time management

#### Compétences visées

- Master the key concepts of time management (priorities, delegation, etc.).
- Apply time management techniques to real-life situations
- Evaluate the effectiveness of different time management techniques
- Choose the techniques best suited to your situation

#### Activités pédagogiques

- Theoretical presentations: introduction to different time management techniques
- Case studies: applying the laws of time management to professional situations
- Practical exercises: simulated interruptions to work on priority management
- Role-playing: simulating professional situations
- Enriching the individual action plan

### 4 Prioritize your tasks

#### Compétences visées

- Identify the importance and urgency of tasks
- Select priority criteria
- Draw up a prioritization matrix
- Use the matrix to prioritize tasks

#### Activités pédagogiques

- Group work: ranking tasks according to their importance based on concrete scenarios
- Practical exercise: application of the Eisenhower matrix
- Brainstorming: exchange on difficulties encountered during prioritization
- Enriching the individual action plan

#### Outils et méthodes

- Using the Eisenhower matrix in prioritization exercises

## 5 Plan and define your time strategy

### Compétences visées

- Managing daily tasks and priorities: golden rules
- Delegate and control
- Find your rhythm, maintain your energy and protect yourself from stress
- Creating a stimulating environment

### Activités pédagogiques

- Finalizing the individual action plan

### Outils et méthodes

- Presentation of planning and time management tools

## Dates and locations

### REMOTE CLASS

2026 : 16 Apr., 4 May, 28 May, 8 June, 8 June, 22 June, 22 June, 30 July, 20 Aug., 3 Sep., 3 Sep., 24 Sep., 15 Oct., 5 Nov., 26 Nov., 26 Nov., 10 Dec., 10 Dec.

### LAUSANNE

2026 : 28 May, 24 Sep., 10 Dec.

### GENÈVE

2026 : 28 May, 24 Sep., 10 Dec.