

## SYSTEMATIC WORK ORGANIZATION

*Are you looking for an effective way to structure your work?*

*Do you find it difficult to honour your priorities?*

*Would you like to get practical tips?*



**Develop skills to manage time more efficiently and improve productivity.**

### *Specific objectives and basic contents:*

#### *Acknowledge time as a state of mind:*

- ✓ Realize the significance of that gift.
- ✓ Perceive the time dimension.
- ✓ Use time as a measuring instrument.
- ✓ Establish value.

#### *Maximize occupational time:*

- ✓ Review important activities.
- ✓ Describe the profits to be gained.
- ✓ Identify priorities.
- ✓ Determine action and withdrawal objectives.
- ✓ Become more efficient in performing administrative tasks.

#### *Organize activities to achieve performance:*

- ✓ Prepare a plan.
- ✓ Question yourself on the choices, tempo, agenda and information.
- ✓ Think about your output level: starter and cut-off time.
- ✓ Group activities together.
- ✓ Identify your biological cycle.

#### *Challenge the time leading up to failure:*

- ✓ Understand the reasons for stalling.
- ✓ Identify the most common interruptions.
- ✓ Recognize false savings.

#### *Find ways to make gains:*

- ✓ Fit out your work area.
- ✓ Make use of the waiting time.
- ✓ Share practical tips.
- ✓ Reward yourself.