

« Time management»

10 half-days between January and November 2014

Course deliverer :

Jennifer Harvey Sallin

Objectives:

Clarification of priorities and values
Removal of guilt related to priorities and values
Effective use of energy, time and effort

Things to Learn:

Micro- and macro-planning
Healthy Energy Rhythms
Managing energy for performance
Understanding values and priorities
Planning and self-care based on personality preferences
Mind training/meditation/visualization strategies
Positive aspects of procrastination
How to decide when you don't know what to decide
Communication of priorities and decisions (when and how to say "yes" or "no")
Letting go of guilt and unrealistic expectations
Finding joy in the process (rather than only in the accomplishing)
Feeling proud of yourself even before the work is done