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LIVE-WEBINAR

The ART of FOCUSING on the ESSENTIALS

Are you not making any progress despite working all day? • Is it only possible to focus on important things outside of office hours? • Do interruptions happen frequently, even over trivial things and insignificant details? • Is the sheer volume of information overwhelming? • Do you prefer to do things yourself because you know they will be done properly that way? • How can you achieve ambitious goals in turbulent environments with a variety of responsibilities during normal working hours?

Our AuscultA online seminar will provide you with reliable instructions, tools, and methods. Focusing on what is important allows you to achieve significantly better results with far less effort.

Objectives & Benefits

DOING the RIGHT THINGS and DOING the THINGS properly

- Invest your time and energy in the right things
- Correctly assign importance and urgency
- Define the duties of providing and obtaining
- Master your personal work methodology and time management
- Set targets and achieve them
- Accurate communication and the avoidance of misunderstandings

AuscultA Content

EFFECTIVITY before EFFICIENCY

- Recording personal responsibilities and the necessary resources to fulfill them
- Group similar activities into time blocks
- Systematically reducing the flood of information
- Focus on a few key things
- Properly engage, challenge, and encourage employees
- Minimize self-induced and externally caused interruptions
- Identify and eliminate outdated items

Target Groups

The seminar is designed for employees and managers who feel they do not have enough time. It will teach them to manage their time more effectively, achieve better results with less effort, and improve their work methodology and self-management.

AuscultA Methode

- Prepare by listening to the above content in a concise audio version
- Input on the topic and intensive work through based on professional seminar materials
- Thorough reflection is achieved by pointed questions and personalized practical guides