

## **TIME MANAGEMENT**

### **Learning Contents**

- Time as a scarce resource in a complex environment
- Self assessment on time use
- 3 approaches to an efficient use of time: don't do, delegate, do better
- Time Thieves: how you can identify and avoid them
- The importance of Priority Setting
- Planning and Scheduling

### **Durata**

7 ore

### **Data**

26 maggio 2022

### **Orari**

9.00-13.00 | 14.00-17.00

### **Docenza**

dott. Andrea Volpe

### **Modalità**

Webinar

### **Numero massimo partecipanti**

25 partecipanti a edizione