

Time management in the digital age

Take back control of your time and productivity

MODALITY
100% online
training action

Highlights

- Put the advice you're given during the training course into practice by helping an overworked coworker
- Concrete tools and essential keys to take back control of your time, one step at a time
- Selected experts from different backgrounds with complementary knowledge
- Whether you want to look for fulfillment or limit the impact of work on your personal relationships, the course will give you what you need.

 Estimated time: 12h

 Sessions: contact-us at +33 1 85 08 92 75

Programme

PART 1

Take stock and take back control

- Determine what boosts or alters efficiency
- Identify the impact the digital era has on time management
- Spot poor time management and limit multitasking

PART 2

Develop your organization to become more efficient

- Act on your environment to boost your concentration
- Spot good or poor organizational practice within your environment
- Best practice to handle your emails
- Implement new productivity tools

PART 3

Finding and maintaining your balance

- Put your mind at rest to reach your goals
- The power of your concentration
- Achieve a healthy work-life balance
- Breathe and be calm at work

PART 4

Remain in control of your time in any situation

- Add value to your time and set boundaries
- Do you know how to say "no"?
- Ensure long-term self-care
- Identify where your added value lies to use your time better

Audience

Absolutely everybody!

Prerequisites

No prerequisite knowledge or experience is required to take part in this training course, it is open to all. You don't have time? All the more reason to get involved!

Modalités d'évaluation : un questionnaire est proposé à la fin de chaque module, ainsi qu'un examen final à l'issue de la formation.

Last updated in April 2026.