



Time/Power Management Workshop® 2 (PMW 2)

Time Management for the Digital Age

Course Description

This workshop completes the long-term behavioral challenge of increasing productivity while reducing stress. You will strengthen your skills, deepen your understanding and gain mastery in the tools and practices of Time/Power Management Workshop® (PMW 1).

What You Will Learn

At the completion of this workshop, you will be able to...

- **Reinforce** the skills learned in PMW 1
- Identify all useful aspects of your **e-mail, calendar management and team collaboration software** (e.g. MS Outlook, G Suite, Webex Teams, IBM Notes)
- Integrate **Project Management** (e.g. MS OneNote) effectively with Time Management
- Compare and select **best practices**

Number of Participants

Max. 10 students

Duration

One day face-to-face classroom or 4 live online classrooms at 90 min. each.

Prerequisites

PMW 1 needs to be completed prior to taking PMW 2.