

# Energy & Time Management

---

Recommended for everyone who wants to organize themselves.

## WHAT IT'S ABOUT

---

Managing one's energy, time, and tasks.  
Prioritizing and dealing with urgent tasks.  
Organizing and motivating oneself when working remotely.

## TRAINING AIMS

---

By the end of the course, the participants will be able to:

- analyze their current habits in terms of what works and what doesn't;
- leverage the 4 sources of energy to improve productivity and increase control;
- learn how to deal with distractors and procrastination;
- apply a few time management techniques to their current schedule.

## DURATION & COMPONENTS

---

Pework	Needs Analysis & Self-Reflection during the 1-2-1 meeting with the trainer (0.5h/person)
Session 1	Workshop: Manage your Energy & Priorities (3.5h)
Session 2	Workshop: Manage your Time (3.5h)
Post-call	What have I used and how it worked (1h)
Time commitment	8h of online workshop 0.5h of individual pre-course diagnosis Up to 1-2h of individual work (habit formation tasks in between the sessions)

## TRAINERS

---

**Monika Madoń, Joanna Hajdas**

For trainer profiles please go to <https://accentbusiness.pl/team/>

---

**For more information, please contact us:**

website: <https://accentbusiness.pl/> email: [abt@accentbusiness.pl](mailto:abt@accentbusiness.pl) mobile: +48 519 670 541