

Certificate

You have successfully completed the training:

Time-management 100% in Control

Topics

- *Prioritizing*
- *Smart planning*
- *Optimize your processing memory, focus and concentration*
- *Pomodoro technique*
- *Mindsweep with the triggerlist, Smart tasklist, Tackle Procrastination*
- *OHIO principle*
- *E-mail excellence*
- *Quickscrum Method*
- *Project Management & control in MS Outlook*