



# Maximize Time, Energy & Efficiency

## Master The Art Of Gaining Control Of Your Time

Leverage your time efficiently and become anxiety-free, especially during a time of virtual remote or hybrid working. Sharing real-life use cases you will learn about three tools to increase energy and efficiency in your life immediately. (Re)implementing these concepts will ensure you are reducing stress and increasing success.

We present three tools as a foundation to achieve this success:

- Pareto Principle - The Pareto principle is the theory that 20% of activity leads to 80% of output, using templates and examples we can uncover what this means to your activities and how you can leverage the 20% that have the most impact by focusing your efforts where it counts.
- Urgent/Importance Matrix - By taking an intrapreneurial view, you can control and prioritize your day, and block your schedule for the most urgent and important tasks. Use the goal-setting tool to identify what moves your own development forward.
- Circle Of Concern Vs. Circle Of Influence - This one tool can change your life. This is the most intensive part of the session with a discussion about control and decisions. We will ensure you have in-sights and are proactive and not reactive and nourish the area of creativity in your brain as a pool for your development and lifelong learning.

**“As leaders we must set the example for our teams and build trust. This is enhanced when we can leverage our abilities to maximize our potential. Increase your ability to prioritize and delegate as you adapt to your team dynamics and team interactions in the Future of Work.”**



### Raj Hayer | Senior Enabler & Communications and Market Research Expert

Raj has led strategic planning efforts for customer experience, human capital transformation, and change management, defining crucial metrics to ensure sustainable business growth. She is an expert at leveraging market research and think tanks for successful market entry and growth initiatives. → [in](#)

Ready for the next step? Contact us for an informal exchange at **+49 30 25 76 20 52 72** or book us [here](#).