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## Time and Self-Management for the Home Office

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**Trainer:** Mark Edwards / Svenja Neupert

**Duration:** 2 x 3hr videoconference sessions

**Language:** English / Deutsch

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### *Maximising the productivity of working from home in turbulent times*

- **Self-management** - reflection on one's own attitude in crises and situations of overstretch
- Changing mindset – seeing the opportunities rather than the treats
- Managing the ups and downs of fears and new freedom of self-determination
- Self-care - stress management - Keeping balance and allowing for recovery despite external circumstances
- Tips for self-motivation and self-discipline for oneself and team members

### **Time management in the home office**

- Self-determined daily structure, Working hours - Creating routines and rhythms
- Keeping focus and concentration
- Physical arrangement of the home office

### **Time management for families**

- Tips for keeping children occupied if also at home from school or kindergarden (including e-learning platforms)
- Stress factors in home schooling - Homework and dealing with teachers
- Tips for dealing with family conflicts

This workshop comprises inspirational input, team discussion, and group work, all delivered via interactive teleconferencing software.