

TIME MANAGEMENT WORKSHOP

Flawless Goal Execution

- Prioritize Tasks
- Eliminate Distractions
- Maximize Productivity



8 PILLARS OF EFFECTIVE TIME MANAGEMENT

In our hectic world, effective time management is often an underestimated challenge. Many important personal objectives and strategic company initiatives remain unfulfilled as everyday life and its numerous obligations dominate our attention. Without a clear strategy for managing time, individuals can easily find themselves overwhelmed, leading to increased stress and decreased productivity.

By understanding and applying effective time management principles, you can enhance your productivity, achieve essential goals, and create sustainable personal and business success.

PILLAR 1: **DRIVE**



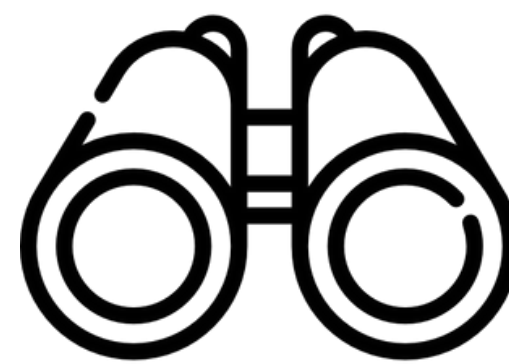
Strengthen motivational aspects

PILLAR 2: **ENERGY**



Keep your batteries charged

PILLAR 3: **CLARITY**



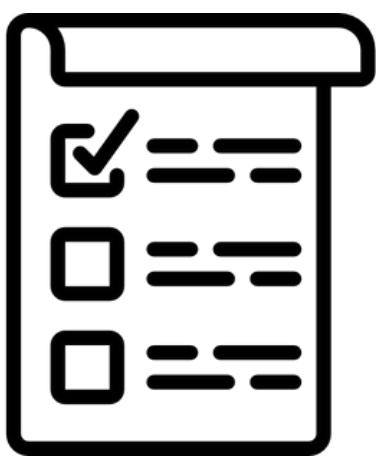
Plan backwards

PILLAR 4: **COMPETENCE**



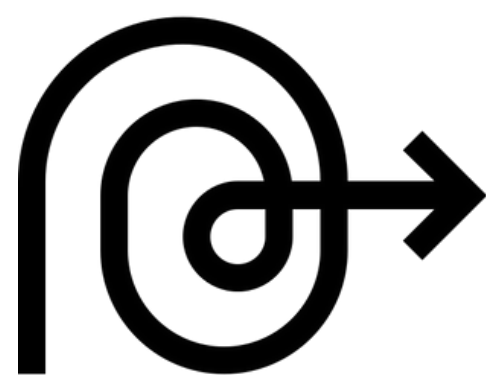
Ensure the necessary skills

PILLAR 5: **PREPARATION**



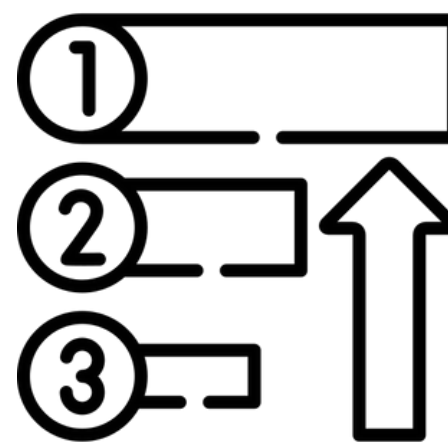
Have everything ready

PILLAR 6: **COMPLEXITY REDUCTION**



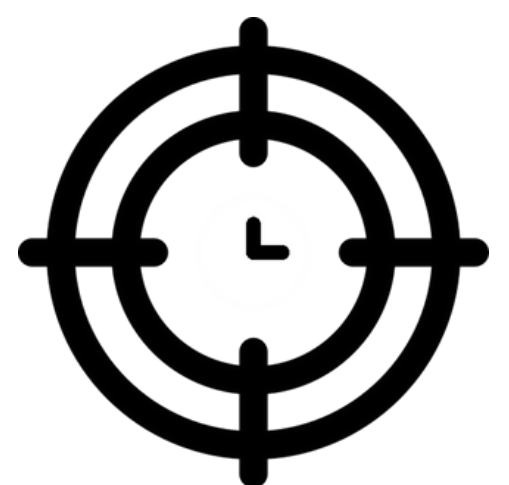
Simplify the task

PILLAR 7: **PRIORITIES**



Do the most important things first

PILLAR 8: **FOCUS**



Avoid distractions

Join us for an inspiring one-day workshop where we will explore the principles of effective time management. Participants will learn how to prevent important tasks from getting lost in the daily grind and operational chaos by applying strategic paths to pursue their goals systematically and effectively.

Through interactive activities, discussions, and practical templates, you'll gain valuable insights into managing your time more effectively, both in your personal and professional life.

Don't miss this opportunity to transform your approach to time management and cultivate a mindset geared towards achieving success and lasting change!



Business Relevance

- Content is rooted in **research, studies** and **expert advice**, combined with my experience as factory manager & head of operational excellence & training.
- All tools are tested and validated in **real-world business** environments, ensuring practical, high-impact results.
- This approach directly tackles business challenges with **proven solutions**, delivering significant ROI.



Inspiration & Neuroscience

- All content is grounded in **real-life stories and experiences**, ensuring authenticity.
- Incorporates **neuroscientific principles** to engage and inspire, appealing to both hearts and minds.
- Designed to drive meaningful action by combining **emotional connection** with **logical clarity**.



Effective Anchoring

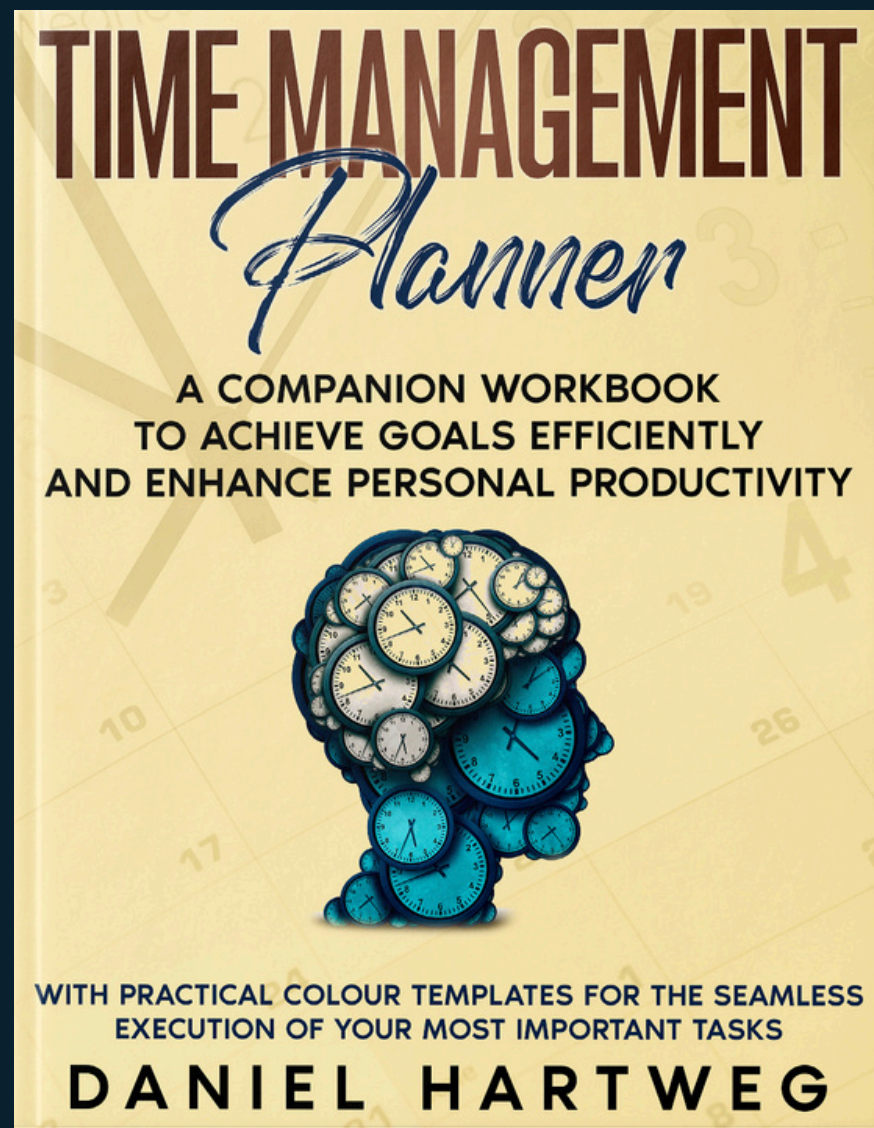
- **Follow-up programs** embed learning into routines and processes.
- Neuroscientific techniques ensure **long-term retention** and **practical application**.
- **Simple, business-relevant tools** are immediately applicable for solving common issues.

TAKEAWAYS

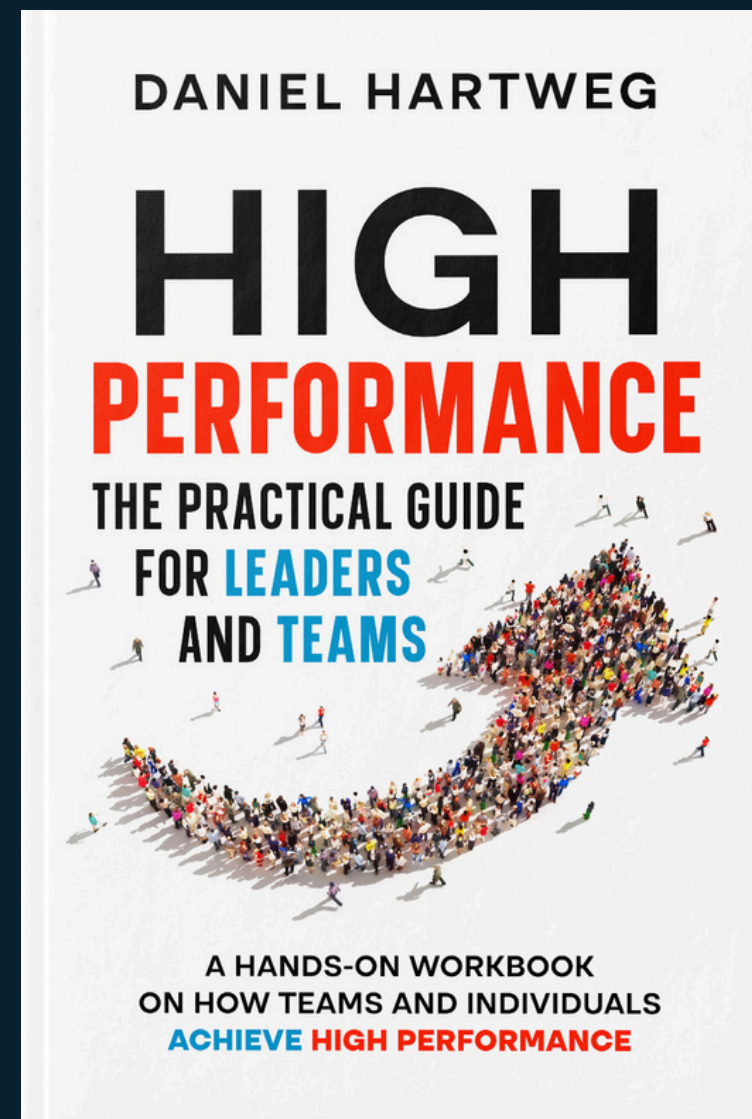
By the end of this workshop, participants will have:

- A clear understanding of how to effectively manage time and its impact on productivity.
- Practical tools to improve efficiency, enabling participants to achieve their personal and professional goals.
- A comprehensive planning system to support daily, weekly, monthly and yearly scheduling.
- A checklist outlining the 8 principles of effective time management to ensure consistent practice.
- Familiarity with a personalized system tailored for effective time management that fits individual needs.
- Strategies for transitioning from reactive to proactive time management, fostering a sense of control and purpose.
- Insights on overcoming common time management challenges and implementing actionable solutions.

WORKBOOK



HANDBOOK



TESTIMONIALS



SARA K.

Team Leader

"I am grateful that I was able to participate in Daniel's Workshop. With the valuable knowledge gained and a practical method case in my hands, I feel very well equipped to master challenges and achieve successes together with my team. I would highly recommend the workshop to individuals and organizations seeking development for their future!"



LARS S.

Shift Leader

"This Workshop is an opportunity for every company and at the same time a starting signal for a new and better corporate culture. If you internalise and live the principles Daniel has introduced, you will be successful in the long term, no matter which teams or activities are involved."



SANDRA M.

Head of Network Design

"The principles shared in the Workshop are not new – but the way the workshop was conducted built and reinforced the team spirit that an organization needs to achieve its goals! It was created in an easy language that invites you to interact and injected a great dosis of inspiration and motivation."



RAKEL G.

Demand Manager

"The workshops have opened my mind and made me think about things I took for granted but which, when we apply them in everyday life, have undoubtedly improved the way we work, especially as a team."



RALF K.

Production Expert

"The workshops gave me a new perspective and inspired me. Through them, the community was enlarged and it was fun to develop together as a team in the same direction. The great thing is that the principles are applicable at all levels of the hierarchy."

TRAINER



My Purpose

“To inspire people to unlock their potential, so that they spread engagement, empathy and effectiveness.”



Daniel Hartweg



Education

Diploma degree of Industrial Engineering & Management
(Karlsruhe Institute of Technology)



Work

Author, Trainer, Founder & Managing Director
(The Mindset Challenger)
Head of Operational Excellence & Training (Lonza)
Site Director (Grünenthal)
Factory Manager (Coca-Cola)
Production Manager (Nestlé)
Market Focused Improvement Pillarleader –
Operational Excellence (Nestlé)
Industrial Performance Specialist (Nestlé)



Certifications

Master Black Belt – Lean Six Sigma
Black Belt – Design for Six Sigma
Total Performance Management Coordinator

FRAMEWORK

Duration: 1 day

Participants: 10-20

Trainer: Daniel Hartweg

Language: English, German

Sustainable application (optional): Weekly quiz question, coaching program, anchored routines in daily work

Fee: 3.000 CHF + Travel expenses



**THE MINDSET
CHALLENGER**

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