



# Pro·Planning

## Promotion of Time Management



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*I did it, I do it, and I will do it!*

### WHAT IS IT?

Time management is part of positive human functioning.

Time management can help people to maximize their performance, by promoting their capacity to reconcile “what they must do” with “what they like to do”.

Time management is a skill that can be trained!

**Pro•Planning** aims to stimulate people to be more effective in the way they manage their time in real life contexts.

### FOR WHOM?

Business

Teaching

Health

Security and defence

Sports

Culture and arts

#### Age groups

- Children and youths
- Adults

### HOW DOES IT WORK?

(a) Initial **assessment** of time management skills.

(b) **Motivation** for time management skills training.

(c) **Learning** about time management.

(d) **Automatization** of time management skills.

(e) **Transference** of time management skills.

(f) Final **assessment** of time management skills.

(g) **Monitoring** the use of the life skill in the daily functioning of each person.

