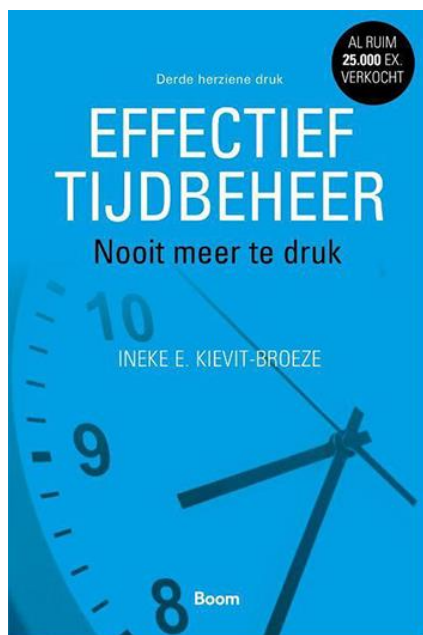


SANTASADŌ

Ineke Kievit - Effective Time Management

Giving Meaning to the Time of Your Life

BESTSELLERS | PERSONAL DEVELOPMENT



Effective Time Management provides you with practical tools to effectively and efficiently use the time you have. It will help you to find your place in life in a well-organized, flexible, and relaxed way.

In the book you will find answers to questions like:

- Why do we experience ever more time pressure?
- What is *time* in the first place?
- What is the difference between *effectivity* and *efficiency*?
- Do I have to work more or just push out things?
- How do I differentiate between what is important and what is urgent?
- How do I achieve true work-life-balance?
- How do I go about setting goals and priorities?
- How do I make best use of the energy I have?

In this third, revised edition of *Effective Time Management*, the emphasis is on taking responsibility for your life as an individual during today's times. It gives even more attention to achieving a true balance in your life. These lessons are supported by insights into positive psychology, non-violent communications, compassion, and co-mentoring. A special focus looks at aspects of controlling your time of life during the additional challenges of the COVID pandemic. Across the book you will find practical tips and useful checklists, to deal with e-mails and other time-wasters and to keep your work on track.

Published in 1997, second edition in 2007, third edition in April 2018 | Paperback | 192 pages | ca. 71,000 words

- Over 28,000 copies sold
- Full German translation available
- Dutch edition published by Boom Publishers Amsterdam

ABOUT THE AUTHOR



Ineke Kievit has studied in Business Sociology at the Open University of Amsterdam. She is founder and CEO of KBC BV and has almost forty years' experience in time- and self-management. She appeared as an expert on television, on these and other personnel development-related topics. She works internationally as coach, trainer, and organizational consultant. Ineke has also written several books in which she shows the impact that past events from her own family, still have in today's times.

RECOMMENDATIONS

'A very complete book! All aspects of the subject of time management are covered, not on theory and models, but also many practical examples, as well as psychological perspectives. It is written in a pleasant way, accessible and an easy read. I could make great use of it, both in private and in professional life. We also frequently use it as text book for participants of our trainings on time management.'

Josephine Spaan, Managing Director Klantenbedrijf bv

'*Effective Time Management* is not just a book packed with practical tools, tips, and exercises. It also gets you to think more deeply about why you are doing the things you are doing, and with what emotions. Both the personal writing style of Ineke, and her personal stories she is sharing with the reader (and the enormous experience she brings to the table) are truly inspiring. The make to begin taking small steps, and thus in total help you to make sure you are never again much too busy.'

Nina James, Coach at UrbanMom.nl and Manager of three children

'*Effective Time Management* should be read not only by every manager but also by every employee. The book opens one's eyes to how one sometimes wastes one's time and at the same time gives one super assistance to deal better with the time available. Furthermore, the book is very well structured and ends each chapter with a checklist. This helps to internalize the newly learned methods. Finally, Ineke writes in a humorous and at the same time very well-founded way. All her statements are supported by studies. Ineke also uses many examples to illustrate her recommendations. At the end of the book there are several self-exercises, which are really helpful to improve your work-life balance. Overall, this book is a recommendation for all working people. Not only did I learn a lot from this book, but I can actually use what I learned on a daily basis, for which I would like to thank Ineke.'

Vivienne Broeze, Lawyer in German and Dutch law, Bierens Rechtsanwalts-gesellschaft mbH, Düsseldorf, Germany

'Effective Time Management provides the reader with useful tools and techniques to structure both professional life and leisure time in a meaningful way. It offers assistance in finding, formulating and achieving wishes and goals as well as a new and interesting perspective on the valuable resource time.'

Maximilian Pöllmann, Software-Entwickler, KUKA, Augsburg, Germany

'Very stimulating.'

Prof. Aart Boessenkool, Director Commercialization, University of Johannesburg, South Africa

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DETAILED CV OF INEKE E. KIEVIT-BROEZE

Optimizing people through:

- Organizational Development processes for clarifying mission, vision, values
 - Aligning values, competencies and the organizational strategy into observable behaviors
 - Alignment of values and behaviors into organizational HRM systems
 - Coaching CEO's and senior executives
- Development through 360-degree feedback
 - Coaching of management teams and team building
 - Team building through linking Personal growth and development plans with the Performance contracts of the organization
 - Skills training. 30-40 different competencies including leadership styles, communication capabilities, meeting skills, conflict prevention, presentation skills and dealing with critical audiences, writing styles, time-of-your-life management and stress management
 - Lectures, for public and private sector
 - 'North-South dialogue' for which I chose South Africa. Made investments and continue to support small businesses and day care centers in the townships.

Experience and Professional Highlights

1. I designed and developed for an international high-value adding consulting firm a three-day management course, with outward-bound activities and working with real actor's in role plays. Together with my associates I still train their consultants (about 1200 consultants went through the course) over the past 12 years in Europe, North Atlantic and Australia. This course is still being rated as the 'best course ever'. We won the Golden Award for Intellectual capital with this Course.

2. My client, a bank, was involved in a merger. I coached the Board during this period and I was asked to coach all levels in the organization in the merger of the three banks into one culture. Emphasis was on employee commitment and the energy between leaders and followers. This was seen as the key success factor. I used a new approach, including the art of 'letting go' and strengthening the identity of the separate banks before the organizations merged into a new organization.

3. Release of new book, which was during the whole summer of 2008 a number-one bestseller: *Effective Time Management, Giving Meaning to the Time of Your Life*. The third revised edition of this book followed in 2017. More than 28,000 copies are sold already.

4. One of my biggest transformation projects was the turnaround of the leadership style of a refinery. This project was called LAD (Leadership Assessment and Development program). We worked with all leadership levels: from CEO to level 3: about 70 managers. I was responsible for establishing a shared vision and the overall acceptance and the design of the Development phase after we had assessed all leadership levels. I was also responsible for the Maintenance department of the Refinery, being the personal coach of the Maintenance Head and the facilitator of the team development processes within the Maintenance teams, on three management levels.

5. Another project was establishing values and behaviors with the CEO and his management team at a division of a multinational, in Sweden, Stockholm. After a logistically based transformation project, done by another consulting firm, all employees were so tired and worn-out that their CEO asked ad-vice about how to reenergize himself and his team. I was the project leader there. We coached them to address their problems, such as having no work-life balance anymore, and by creating a clear view on their real and authentic values and the desired behaviors. This clear view resulted in a way of working and improvement of their productivity, which was adopted later by the whole organization.

Publications

1986 *Effective Time Management, The Time of your life*

1988 *A year from now on!* (Kievit & Witjas)

1994 *Time Management*, manual of six episodes for Dutch educational Television (Kievit & Ploegmaker)

1996 *South Africa, now and after Mandela*, in: *Guide for HRM*

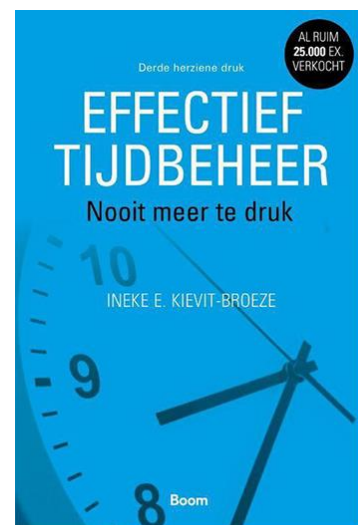
1997 *Effective Time Management, Tools for Practical Time- and Self-management*

2007 At the request of the publisher: an extended and updated version of my book. *Effective Time Management: Giving Meaning to the Time-of-Your-Life*

2017 Third revised edition of *Effective Time Management*

2016 *The Sister of my Mother*, a systemic novel about maternal side of the family

2018 *The Parrots of Moshe*, a novel about paternal side of the family



Education and professional career

1966 – 1972 Business Sociology at the Free University of Amsterdam, doctorate in 1972.
Topics: sociology, organizational psychology, economy

1966 – 1972 Assistant to professor Dr. H.J. van Zuthem. Themes: Responsibility and accountability

1973 – 1980 Teacher in high schools and colleges on Sociology and Social skills

1980 – 1986 Trainer of communication and management skills with Boertien&Partners, a large consulting firm, where I taught over forty different types of skill training. Manager of the Self-Management department and member of their management team

1986 – now Independent consultant: started KBC Optimising People, now KBC bv

1986 – 1997 Numerous articles and books about Time-of-your-life management. I was asked by the Dutch educational Television to produce a six-episode learning program about Time management

1986 – now International consultant and coach

Trainings and Certificates

1980 Assertiveness

1983 Time Management

1984 Leadership Skills

1986 Negotiation Skills

1988 Neuro-Linguistics Programming (NLP)

1989 Post-doctorate course Human Resource Management

1990 Project Management

1990 People Productivity Diagnostic System

1991 Stress management trainer

1995 Business English

1995 International Human Resource Management, Boston (USA);

1995 How to estimate the value of an Enterprise in Merging and Acquisition times

1995 – 1999 ICC (Inter Colleague Consult) of The Order of Organizational Consultants - certified international management consultant



1996 MBTI Meyers Briggs at ITO/ in South Africa

1997 Team building at Apples Appleton/Experiential Learning in South Africa

1999 Cultural Transformation Tools, by Richard Barrett and Joan Shafer

2002 Family constellations (Hellinger approach)

2000 – 2008 Fairway to Heaven; Findhorn based golf and leadership development, Scotland

2005 Reaccreditation of Certificate of Internationally Certified Management Consultant; this is a compulsory every-5 years proof of having lived up to the professional standards in Holland for being a member of the OOA

2005 – 2006 Half year course in Systemic work: Family constellations

2006 – 2007 Half year course in Systemic work: Organizational constellations

2008 Leadership and Contracts: from Contact to Contract

2008 The Carl Gustav Jung Institute: Aspects of Analytical Psychology, Zurich, Switzerland

2009 To get the story right (writing class)

2010 The healing power of the story (systemic work and storytelling)

2015 The journey of the heroine; four-day workshop on female leadership

Community and Social Activities

1980 – 1983 Board Social Services foundation Gooi- en Vechtstreek

1984 – 1989 Chairman of Administration Holding, which held the shares of a merchant enterprise

1986 – 1994 L.O.S. Support group Blaricum, Dutch Church Support Group for black students during South Africa's Apartheids time

2000 – 2012 Foundation Mabalone. We help South African community projects in townships, through building a day-care facility in Vereeniging and classrooms in Riversand

2004 Self-evaluation committee, creating a new profile for the Protestant Church Community of Blaricum

2007 – now Elder in the Protestant Church of Blaricum



Free time

- Bridge
- Golf
- Hiking
- Gardening
- Singing
- Reading
- Travelling and other cultures

