



# Time Management

Course Length: 1 Day

## Course Description

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Description:

In this course, students will learn how to effectively manage their time by identifying goals, creating daily plans, and recognizing obstacles.

Course Objectives

After completing this course, students will know how to:

- Identify the benefits of time management, evaluate productivity, and identify goals and set priorities.
- Develop time management plans by identifying goals, creating daily plans, and recognizing obstacles.
- Use technology to save time instead of wasting time and maintain a reasonable workload by saying “no.”
- Increase productivity by controlling interruptions and meetings, and recognizing factors that adversely affect productivity.
- Avoid information overload by identifying causes, screening information, controlling paperwork, and using a filing system to organize your office, and communicate effectively.

## Course Content

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### Lesson 1 – Time management overview

- Principles of time management
- Understanding the benefits of time
- Identifying different personality types
- Assessing yourself
- Productivity cycles
- Pricing your time
- Creating a time audit
- Using the Pareto principle
- Goals and priorities
- Making a to-do list
- Identifying goals
- Setting priorities

### Lesson 2 – Time management plans

- Time management plan
- Preparing for a time management plan
- Creating a time management plan
- Daily plan
- Handling obstacles
- Identifying the steps to plan a day
- Using daily plan guidelines

### Lesson 3 – Technology and time management

- Technology saves time
- Using technology to save time
- Organizing your computer
- Handling e-mail
- Using your Internet time wisely
- Being productive with telephone time
- Say No
- Saying no
- Creating reasonable workloads
- Identifying the steps to say no

### Lesson 4 – Productivity

- Interruptions and meetings
- Minimizing interruptions from a visitor
- Minimizing interruptions from a co-worker
- Running productive meetings
- Attending productive meetings
- Factors affecting productivity
- Discussing factors that affect productivity

## Lesson 5 - Information overload

- Causes of information overload
- Handling information overload
- Screening information
- Reducing paperwork
- Organize your office
- Organizing your office
- Identifying types of files
- Communication
- Avoiding miscommunication
- Being an effective listener