

Time Management

Duration: 1 Day

This course teaches the fundamentals of time management. Students will learn how to evaluate the use of time, identify goals and set priorities, develop an overall time management plan, discuss the Pareto principle, assign a price to time, conduct a time audit, and correctly identify and control poor time management personality types. Course activities also cover managing their time to increase their productivity, developing a daily plan, managing technology, and saying "no" to doing too much. Students will also learn how to handle e-mail, the Internet, the telephone, personal interactions, and paperwork to productively use their time.

Course Content:

Time Management Overview

- Principles of time management
- Productivity cycles
- Goals and priorities

Time Management Plans

- Time management plan
- Daily plan

Technology and Time Management

- Technology saves time
- Say "No"

Productivity

- Interruptions and meetings
- Factors affecting productivity

Information Overload

- Causes of information overload
- Organize your office
- Communication