

Time Management

This course is designed to cover critical business and professional development. Learning the basic principles of time management and discovering the personal style that works best for you. Mastering your use of time will help you achieve more and worry less. Everyone has the power to take control of their time.

This course provides many hands-on exercises to keep participants engaged and help them retain critical skills. We will learn how to set priorities effectively, develop basic planning techniques, manage both controllable and uncontrollable time and maximize your personal energy.

COURSE CONTENT

TIME MANAGEMENT PRINCIPLES

- The basics of Time Management
- What controls your time
- Three tests of time
- Benefits of better time utilization
- Prime Time
- Setting priorities
- Criteria of setting priorities
- How to control your use of time
- Tips for Effective time management

TIME MANAGEMENT TECHNIQUES

- Planning
- Long-Term Planning Aids
- Short-Term Planning Aids
- Characteristics of Good Planners

AVOIDING TIME WASTERS

- Common Time-Wasters
- Self-generated Time-Wasters
- Environmental Time-Wasters
- When things go wrong

APPLYING WHAT YOU'VE LEARNED

- Apply Time Management Principles
- Keep a daily time log
- Analyze your use of time
- Plan for improved time utilization
- Follow up on your progress