

Effective Time Management

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Version: 1

Course Length: 1 day (6+ hours)

Audience: Students interested in learning time management skills

Prerequisites: None

What's in *Effective Time Management*:

Time management skills are so important with our everyday busy schedules. Identify the benefits of time management and how to set priorities. The open, modular-style manual is design for quick scanning in the classroom, and is filled with interactive exercises that will allow students to explore the complexities of Time Management.

Objectives:

- 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.

Topic-Level Outline

Unit 1 : Time management overview

*Topic A: * Principles of time management*

- A-1: Understanding the benefits of time
- A-2: Identifying different personality types
- A-3: Assessing yourself

*Topic B: * Productivity cycles*

- B-1: Pricing your time
- B-2: Creating a time audit
- B-3: Using the Pareto principle

*Topic C: * Goals and priorities*

- C-1: Making a to-do list
- C-2: Identifying goals
- C-3: Setting priorities

Unit 2 : Time management plans

*Topic A: * Time management plan*

- A-1: Preparing for a time management plan
- A-2: Creating a time management plan

*Topic B: * Daily plan*

- B-1: Handling obstacles
- B-2: Identifying the steps to plan a day
- B-3: Using daily plan guidelines

Unit 3 : Technology and time management

*Topic A: * Technology saves time*

- A-1: Using technology to save time
- A-2: Organizing your computer
- A-3: Handling e-mail
- A-4: Using your Internet time wisely
- A-5: Being productive with telephone time

*Topic B: * Say "No"*

- B-1: Saying "no"
- B-2: Creating reasonable workloads
- B-3: Identifying the steps to say "no"

Unit 4 : Productivity

*Topic A: * Interruptions and meetings*

- A-1: Minimizing interruptions from a visitor
- A-2: Minimizing interruptions from a co-worker
- A-3: Running productive meetings
- A-4: Attending productive meetings

*Topic B: * Factors affecting productivity*

- B-1: Discussing factors that affect productivity

Unit 5 : Information overload

*Topic A: * Causes of information overload*

- A-1: Handling information overload
- A-2: Screening information
- A-3: Reducing paperwork

*Topic B: * Organize your office*

- B-1: Organizing your office
- B-2: Identifying types of files

*Topic C: * Communication*

- C-1: Avoiding miscommunication
- C-2: Being an effective listener