

Time Management

Course Length: One Day

Prerequisites: None.

Course Description

Conducting quality meetings within an organization greatly increases productivity. Learn how to identify the benefits, types and misconceptions about meetings.

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Unit 1: Understand time

- Topic A: Principles of time management
A-1: Understanding benefits of time
A-2: Understanding different personality types
A-3: Assessing yourself
- Topic B: Productivity cycles
B-1: Pricing time
B-2: Creating a time audit
B-3: Using pareto principle
- Topic C: Set goals and priorities
C-1: Making a to-do list
C-2: Identifying goals
C-3: Setting priorities

Unit 2: Time management plan

- Topic A: Identify a time management plan
A-1: Identifying time management plan
A-2: Creating a time management plan
- Topic B: Daily plan
B-1: Planning obstacles
B-2: Identifying steps to plan a day
B-3: Using guidelines to plan a day

Unit 3: Effective time utilization

- Topic A: Technology
A-1: Using technology to save time
- Topic B: Time wastage
B-1: Handling e-mail
B-2: Wasting time on Internet
B-3: Wasting time on telephone

Unit 4: Productivity

- Topic A: Importance of productivity
A-1: Minimizing interruptions from a visitor
A-2: Minimizing interruptions from co-workers
A-3: Meetings affecting productivity
A-4: Attending a meeting
- Topic B: Personal time wasters
B-1: Overcoming personal time wasters
- Topic C: Saying "No"
C-1: Saying no to doing too much
C-2: Using steps to say no

Unit 5: Control information overload

- Topic A: Causes of information overload
A-1: Overcoming information overload
- Topic B: Screening
B-1: Screening information
B-2: Controlling paperwork and reading information
- Topic C: Create files and organize the office
C-1: Identifying types of files
C-2: Organizing your office
- Topic D: Communication
D-1: Using communication

Course Objectives

At the end of this course, students will be able to:

- 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.



CORPORATE LEARNING

- Avoid information overload by identifying causes, screening information, controlling paperwork, and using a filing system to organize your office.
- Communication. Learn the steps to improve nonverbal communication.