

Time Management

Course Length: 1 Day

Prerequisites: None.

Course Objectives: After completing this course, students will know how to:

- ◆ Identify the benefits of time management, evaluate productivity, 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 recognize factors that adversely affect productivity.
- ◆ Avoid information overload by identifying causes, screening information, controlling paperwork, using a filing system to organize your office and by communicating effectively.

Course Content

Unit 1: Time management overview

Students will learn about the **benefits of time management**. They will identify the **five personality types** and discuss the relationship between personality types and how they manage time. Next, they will learn how to **evaluate the productivity cycle** and will **calculate the cost of their time**. They will create a **time audit** to evaluate how they spend their time. They will also discuss the **Pareto principle** or 80/20 rule. Finally, the students will **identify the characteristics of effective goals**. To help achieve their goals, they will organize themselves by **creating a to-do list and setting priorities**.

Topic A: Principles of time management

Topic B: Productivity cycles

Topic C: Goals and priorities

Unit 2: Time management plans

Students will learn how to **develop a time management plan**. They will also learn **how to handle the obstacles** while creating a time management plan. Next, they will create a daily plan and will discuss obstacles that can interfere with their plans. Finally, they will identify the guidelines to develop daily plans.

Topic A: Time management plan

Topic B: Daily plan

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Unit 3: Technology and time management

Students will learn how **computers and telephone technologies save time and also waste time**. They will examine ways to **use their Internet time wisely**, organize their e-mail and minimize time spent on the telephone. Students will discuss how taking on too much responsibility can prevent them from completing the important tasks. The key to overloading their work schedules is **to learn how to say no**. Students will examine the reasons why people don't say no more often.

Topic A: Technology saves time

Topic B: Say "No"

Unit 4: Productivity

Students will learn how **interruptions and meetings affect productivity**. They will discuss ways to **minimize interruptions** by visitors and co-workers. They will examine techniques for **running productive meetings** as well as being a **productive meeting participant**. Students learn about **personality factors** that affect productivity and how they can control them. They will discuss **procrastination, perfectionism, the inability to say no, and indecisiveness**.

Topic A: Interruptions and meetings

Topic B: Factors affecting productivity

Unit 5: Information overload

Students will **identify the causes of information overload**. They will learn how to distinguish between important and unimportant information. They will discuss the ways to **screen information** to eliminate unnecessary papers and documents. Students will **organize their offices by using filing systems**. They will discuss reminder and record-keeping systems to keep track of important papers and notes. Finally, they will learn that **clear, concise communication increases productivity**. They will identify some common assumptions that lead to misunderstanding and miscommunication. Finally, the students will discuss the **characteristics of effective listeners**.

Topic A: Causes of information overload

Topic B: Organize your office

Topic C: Communication