Effective Time Management

Course Specifications

Course number: 088606
Course length: 1.0 day(s)

Course Description

Time is a form of currency, and the ways that we talk about it illustrate its value: we say "Time is money," and "My time was well spent," or "It's a waste of time." Like most professionals, you've probably struggled with managing this resource effectively. In this course, you will practice techniques that will help you achieve more effective use of your time so that you can direct your energy towards the activities that will further your professional and personal goals.

Course Objective: You will identify effective time-management strategies, including defining personal and professional goals, establishing priorities, and identifying the tasks that will be critical to achieving those goals. You will create a personal time-management action plan.

Target Student: Professionals in a variety of fields who are seeking improved time-management skills so that they can perform more effectively.

Prerequisites: There are no prerequisites for this course.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- articulate your goals.
- analyze how you are currently allocating your most precious resources: energy and time.
- identify elements of your personal work style that contribute to your effective use of time.
- assemble a collection of time-management tools and strategies that you can use to take control of your time.
- create an action plan for your time-management process and identify ways to evaluate and improve your efforts.

Course Content

Lesson 1: Defining Goals

Topic 1A: Define Time Management

Topic 1B: Describe Your Dreams

Topic 1C: Identify Regrets

Topic 1D: Articulate Goals

Lesson 2: Analyzing Energy Allocation

Topic 2A: Identify How Energy Is Spent

Topic 2B: Analyze Tasks

Topic 2C: Analyze Time Usage

Topic 2D: Analyze Energy Flow

Lesson 3: Identifying Personal Style

Topic 3A: Review a Successful Day or Project

Topic 3B: Analyze Your Preferences

Topic 3C: Identify Personal Strengths

Topic 3D: Identify Personal Motivators

Topic 3E: Reduce Time Wasters

Lesson 4: Assembling the Toolbox

Topic 4A: Negotiate for Success

Topic 4B: Delegate Tasks

Topic 4C: Choose Tools that Work for You

Lesson 5: Creating an Action Plan

Topic 5A: Create the Action Plan

Topic 5B: Evaluate the Time-Management Process

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