

# Time Management

## 1 Full day

### Description

Effective time management is a fundamental personal and professional skill and with increased productivity as the central challenge to business today, those who manage their time successfully can contribute more effectively and with a clearer direction. In this course, you will learn to evaluate your own time challenges, establish realistic work and life goals, correct time-wasting behaviors, delegate successfully and manage stress. With this new information and using these time-tested techniques, you will develop practical strategies to meet the challenges of today's work environment, especially information overload, electronic communication, team-based workplaces and meeting schedules. Most important, you will create and implement your own time management plan to balance the demands of work and family life. This course gives you the tools you need to master your time management problems and retain a healthy balance in your personal and professional life.

### Outline

#### Chapter 1: Use Goals as a Guide - Your Compass to Personal Effectiveness

- Goal Setting
- Goal Alignment
- Review your Goals Periodically
- Sorting Out your Goals

#### Chapter 2: Why Take Time To Manage your Time?

- Your Time Challenges
- What Learning To Manage your Time Will Do for You

#### Chapter 3: Evaluating Your Use of Time

- Create and Use an Activity Log
- Seeking the Causes of Time Mismanagement
- Correcting the Problems

#### Chapter 4: Time Robbers - How to Defeat Them

- Procrastination
- Unnecessary Travel
- E-mail and Paperwork
- Time-Wasting Meetings

#### Chapter 5: Delegation - Gaining Time for Yourself

- The Benefits of Delegating
- Guidelines for Effective Delegating

Preparing to Delegate

#### Chapter 6: The Personal Side of Time- Mastering Work-Life Balance

- Identify and Prioritize your Personal Goals
- Your Goals
- Unclutter Your Personal Life
- Reduce the Number of Things You Own
- Rein In Your Commitments
- Build Your Energy
- Seek Work-Life Balance