



TIME 101: Time Management

3.28.07

Course Title: TIME101: Time Management

Course Length: 1 day

Instructional Methodology: Instructor-led, interactive with group participation

Course Description: Participants learn principles of time management that will help them improve how they manage time to become more productive at work and home. Learn to change behavior so that stress caused by poor time management can be reduced or eliminated.

Course Outline

Introductions

- Proper management of time
- Advantages of managing time
- Time mismanagement

Time Management Defined

- Efficiency
- Managing time
 - Personal
 - Organizational
 - Professional
 - Interpersonal

Keys to the Presentation

- Recognize barriers to the efficient use of time
- Present concepts to clarify perceptions
- Present logical, reasonable, and practical methods to increase the efficiency of time and effort expended in the completion of tasks

Time Management

- Input – Output
- Minimize expenditures of time and effort
- Maximize quality and quantity of product

Key Concepts

- Goals
- Limits
- Expectations
- Control

Key Words

- Organizing
- Categorizing
- Prioritizing

Organizing Tasks

Control of Time Expenditures

Prioritizing

- Personal priorities
- Professional priorities
- Clarifying priorities

Prioritizing

- Avoid dissonance
- Internal conflict
- Clash of internal values

Visualization

- Procrastination
- Group time management
- Strategies for using time more efficiently

Textbook: Instructional Handout