



## Effective Time Management (1 Day)

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### Course Overview:

Time is a form of currency, and the ways you talk about it illustrate its value: people 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 time effectively. In this course, you will acquire day-to-day time-management tools that will help you more effectively use your time so you can direct your energy towards fulfilling your short- and long-term professional and personal goals. Your time is a precious and limited resource. Too often, you may feel frustrated that there aren’t enough hours in the day to accomplish everything you hope to do. Effective time managers enjoy the satisfaction of directing their talents and energy towards productive, goal-centered activities. By identifying improved time management and organizational skills, you, too, can use your time and energy effectively, focusing efforts on the activities that will help you reach your goals.

### Audience:

Professionals seeking to improve their time management skills and operate at an elevated performance level. To ensure your success, we recommend you have some level of work experience in any of a variety of organizational settings, and general end-user computer and Internet skills.

### Course Outline:

#### Lesson 1: Defining Goals

- Define Time Management
- Describe Your Dreams
- Identify Regrets
- State Goals

#### Lesson 2: Analyzing Energy Allocation

- Create a Time Log
- Analyze Tasks
- Analyze Time Usage
- Analyze Energy Flow

#### Lesson 3: Identifying Personal Style

- Review a Successful Day or Project
- Analyze Your Preferences
- Identify Personal Strengths
- Identify Personal Motivators
- Reduce Time Wasters

**Lesson 4: Assembling the Toolbox**

- Negotiate for Success
- Delegate Tasks
- Choose Tools that Work for You

**Lesson 5: Creating a Time-Management Action Plan**

- Create the Action Plan
- Evaluate the Time-Management Action Plan