



# Time Management

## 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

- Topic A:** Principles of time management
- Topic B:** Productivity cycles
- Topic C:** Goals and priorities

### Unit 2: Time management plans

- Topic A:** Time management plan
- Topic B:** Daily plan

### Unit 3: Technology and time management

- Topic A:** Technology saves time
- Topic B:** Say “No”

### Unit 4: Productivity

- Topic A:** Interruptions and meetings
- Topic B:** Factors affecting productivity

### Unit 5: Information overload

- Topic A:** Causes of information overload
- Topic B:** Organize your office
- Topic C:** Communication