

TIME MANAGEMENT

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$299**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This course teaches students the fundamentals of time management. Students will learn how to evaluate the use of time, identify goals and set priorities, develop an overall time management plan, discuss the Pareto principle, assign a price to time, conduct a time audit, and correctly identify and control poor time management personality types. Course activities also cover managing their time to increase their productivity, developing a daily plan, managing technology, and saying "no" to doing too much. Students will also learn how to handle e-mail, the Internet, the telephone, personal interactions, and paperwork to productively use their time.

Table Of Contents:

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