Effective Time Management

Course Overview
In this course, students will practice techniques that will help them achieve more effective use of their time so that they can direct their energy towards the activities that will further their professional and personal goals.

Who Should Attend
Professionals in a variety of fields who are seeking improved time-management skills so that they can perform more effectively.

Course Objectives
Upon successful completion of this course, students will be able to: - articulate your goals. - analyze how you are currently allocating your most precious resources: energy and time. - identify elements of your personal work style that contribute to your effective use of time. - assemble a collection of time-management tools and strategies that you can use to take control of your time. - create an action plan for your time-management process and identify ways to evaluate and improve your efforts.

Course Outline

1 Defining Goals
Define Time Management
Describe Your Dreams
Identify Regrets
Articulate Goals

2 Analyzing Energy Allocation
Identify How Energy Is Spent
Analyze Tasks
Analyze Time Usage
Analyze Energy Flow

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

4 Assembling the Toolbox
Negotiate for Success
Delegate Tasks
Choose Tools that Work for You

5 Creating an Action Plan
Create the Action Plan
Evaluate the Time-Management Process