

# Time Management

## 1 day

### Description

This ILT Series 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.

### Prerequisites

- *None*

### Course Outline

#### ***Unit 1: Understand time***

Topic A: Principles of time management

Topic B: Productivity cycles

Topic C: Set goals and priorities

#### ***Unit 2: Time management plan***

Topic A: Identify a time management plan

Topic B: Daily plan

#### ***Unit 3: Effective time utilization***

Topic A: Technology

Topic B: Time wastage

#### ***Unit 4: Productivity***

Topic A: Importance of productivity

Topic B: Personal time wasters

Topic C: Saying "No"

#### ***Unit 5: Control information overload***

Topic A: Causes of information overload

Topic B: Screening

Topic C: Create files and organize the office

Topic D: Communication