

Time Management

1 Day

Unit 1: Time management overview

Topic A: Principles of time management

- A-1: Understanding the benefits of time
- A-2: Identifying different personality types
- A-3: Assessing yourself

Topic B: Productivity cycles

- B-1: Pricing your time
- B-2: Creating a time audit
- B-3: Using the Pareto principle

Topic C: Goals and priorities

- C-1: Making a to-do list
- C-2: Identifying goals
- C-3: Setting priorities

Unit 2: Time management plans

Topic A: Time management plan

- A-1: Preparing for a time management plan
- A-2: Creating a time management plan

Topic B: Daily plan

- B-1: Handling obstacles
- B-2: Identifying the steps to plan a day
- B-3: Using daily plan guidelines

Unit 3: Technology and time management

Topic A: Technology saves time

- A-1: Using technology to save time
- A-2: Organizing your computer
- A-3: Handling e-mail
- A-4: Using your Internet time wisely
- A-5: Being productive with telephone time

Topic B: Say "No"

- B-1: Saying "no"
- B-2: Creating reasonable workloads
- B-3: Identifying the steps to say "no"

Unit 4: Productivity

Topic A: Interruptions and meetings

- A-1: Minimizing interruptions from a visitor
- A-2: Minimizing interruptions from a co-worker
- A-3: Running productive meetings
- A-4: Attending productive meetings

Topic B: Factors affecting productivity

- B-1: Discussing factors that affect productivity

Unit 5: Information overload

Topic A: Causes of information overload

- A-1: Handling information overload
- A-2: Screening information
- A-3: Reducing paperwork

Topic B: Organize your office

- B-1: Organizing your office
- B-2: Identifying types of files

Topic C: Communication

- C-1: Avoiding miscommunication
- C-2: Being an effective listener

Unit 6: Organizational Skills

Information management

- Managing information
- Exploring information overload
- The INFO process

Managing incoming information

- Managing written information
- Managing oral information
- Managing electronic information
- Managing your memory

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