



## Effective Time Management

### Summary

Length: 8 hours Level: Foundational

Time is a form of currency, and the ways you talk about it illustrate its value: people say “Time is money,” and “My time was well spent,” or “It’s a waste of time.” Like most professionals, you’ve probably struggled with managing time effectively. In this course, you will acquire day-to-day time-management tools that will help you more effectively use your time so you can direct your energy towards fulfilling your short- and long-term professional and personal goals. Your time is a precious and limited resource. Too often, you may feel frustrated that there aren’t enough hours in the day to accomplish everything you hope to do. Effective time managers enjoy the satisfaction of directing their talents and energy towards productive, goal-centered activities. By identifying improved time

### Learning Objectives

In this course, identify effective time-management strategies, including defining personal and professional goals, establishing priorities, and identifying the tasks that will be critical to achieving those goals. You will create a personal time-management action plan.

You will:

- State 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  
State Goals

#### 2. Analyzing Energy Allocation

Create a Time Log  
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 a Time-Management Action Plan**

Create the Action Plan

Evaluate the Time-Management Process

**Audience**

Professionals in a variety of fields who are seeking improved time-management skills, so that they can meet their long-term goals and perform more effectively will benefit from this course.

**Prerequisites**

To ensure your success, we recommend you have some level of work experience in any of a variety of organizational settings, and general end-user computer and Internet skills.