

Glen Oaks Community College – Business Services

Time Management

Objective:

To identify situations and habits that are “time wasters,” and to learn tips and techniques for eliminating and/or reducing “time wasters” in order to more effective use of time.

Course Outline

Why is managing your time so important?

- Professional & personal benefits

What prevents us from using time effectively?

- External “time wasters”
- Internal/personal “time wasters”

Tools for managing your time more effectively

- Using/maintaining a Master To-Do List
- Using a calendar/planner

Taking control of your time

- Identify/Establish goals – Professional & Personal
- Plan and organize your activities
- Create your Master To-Do List
- Prioritize, prioritize, prioritize -- Doing the “right” things first

Techniques for managing time consuming activities

- Communicating
- Handling paper
- Managing meetings
- Delegating
- Making your workspace efficient

Establishing “healthy” time management habits

Wrap-up and review

Course Length & Materials

This 8-hour course is fast-paced and will be comprised of presentation, discussion, and group and individual exercises. Upon leaving this course, participants will have identified specific techniques they intend to incorporate into their daily schedules in order to improve their time management and subsequently their “quality of life.”

Contact

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