

TIME MANAGEMENT

1 DAY

Whether your work requires you to use a paper notebook, a smartphone, a laptop or a tablet mastering how to use your time will help you to accomplish more and to worry less. The power to take control of your time is always within your reach. In this course, you will learn the basic principles of time management and in the process realize what is the personal style which works best for you and best fits your environment.

COURSE CONTENT

TIME MANAGEMENT PRINCIPLES

- The Basics of Time Management
- What Controls Your Time?
- Three Tests of Time
- Benefits of Better Time Utilization
- Prime Time
- Setting Priorities
- Criteria for Setting Priorities
- How to Control Your Use of Time
- Tips for Effective Time Management
- Part Summary

TIME MANAGEMENT TECHNIQUES

- Planning
- Long-Term Planning Aids
- Short-Term Planning Aids
- Characteristics of Good Planners
- Part Summary

AVOIDING WASTING TIME

- Common Time-Wasters
- Self-Generated Time-Wasters
- Environmental Time-Wasters
- When Things Go Wrong
- Part Summary

TIME-SAVING TIPS FOR TRAVELERS

- Plan Your Travel Wisely
- Save Time at Your Hotel
- Put Your Travel Plans in Writing
- Part Summary

APPLYING WHAT YOU'VE LEARNED

- Apply Time Management Principles
- Keep a Daily Time Log
- Analyze Your Use of Time
- Plan for Improved Time Utilization
- Follow Up on Your Progress