



# Time Management

## Course objectives

Successful completion of this course will increase your knowledge and ability to:

- ✓ Define various approaches to time management.
- ✓ Understand the relationship between time management style and personality preferences.
- ✓ Select your personal preferences for working efficiently.
- ✓ Assess your time management style.
- ✓ Outline traditional time management steps.
- ✓ Acknowledge when traditional time management works well.
- ✓ Identify when traditional time management does not work well.
- ✓ Recognize the causes of procrastination.
- ✓ Implement tips to overcome procrastination.
- ✓ Use a four-step strategy to make to-do lists manageable.
- ✓ Initiate one of three options to handle incoming paper.
- ✓ Analyze the reasons clutter accumulates.
- ✓ Clear out clutter and organize your workspace.
- ✓ Apply time-saving techniques.
- ✓ Determine when tasks can be automated.
- ✓ Utilize the priority matrix.
- ✓ Identify the priorities and boundaries of your job.
- ✓ Designate the priorities of a balanced life.
- ✓ Blend the strengths of the four time management styles to customize your own mix of efficiency and comfort.