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corporate training options

Time Management

Overview & Learning Outcomes

Upon successful completion of this course you should be able to:

- To help you determine how you presently use time
- To make you aware of the portion of time over which you have control
- To teach you how to make the most effective use of the time under your control
- To help you handle time not under your control in a more efficient way
- To allow you to use time the way you choose (work, play, or rest)

Prerequisites

There are no pre-requisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Training Course Outline

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 properties
How to control your use of time

Time Management Techniques
Planning
Long-term planning aids
Action-planning worksheet
Milestone chart
PERT diagram
Short-term planning aids
Daily plans
Conference planner
Characteristics of good planners
Common time-wasters
Self-generated time-wasters
When things go wrong
Five tips for effective time management

Time Management Innovations
Telephone enhancements
Computer enhancements
Other technological enhancements
Meeting alternatives
Saving time on the internet

Time-Saving Tips for Travellers
Plan your travel wisely
Saving time at your hotel
Put your travel plans in writing

Action Planning
Applying what you've learned
Keeping a daily time log
Planning for improved time utilization