

Course Name: Essential Time Management

Time Required: Approx 6-8 Hours

Overview: This program focuses on the tools needed to manage time. It is designed to help you understand relevant time management principles, use the knowledge to identify areas for personal development and apply the knowledge in your own mind and behavior.

Prerequisites: None.

Objectives:

- Identify your key time wasters
- Discover the best time management tool for YOU
- Examine how you spend your time over the course of a workday
- Learn how to prioritize and schedule your tasks
- Explore techniques to prevent others from stealing your time

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Description:

Great time management is not truly about time, but about the benefits we derive in our lives from better usage of our time. Taking charge of your time improves productivity, reduces stress, creates balance, and moves us forward towards our life goals. It is essential to understand that time management can be learned, taught and practiced.