

# Time Management: Controlling Your Time - 1 Day

**Course Description:** This one-day course is designed to help participants learn how to use their time wisely. It will use many proven techniques designed to help the participants assess their time management behaviors and explore ways to better manage their time while eliminating negative patterns such as procrastination and clutter.

## **Course Objectives:**

### **Objective 1: Discuss myths and realities of time management**

- Examine excuses for not managing your time
- Define roles and responsibilities which demand time
- Examine how to balance your time to create total human wellness in your life
- Review qualities of time management
- Define guidelines of time management

### **Objective 2: Evaluate causes of procrastination**

- Compare ways to stop procrastination
- Describe ways of dealing with deadlines
- Organize to set proper deadlines
- Develop goals to help budget your time
- Examine ten commandments of deskmanship
- Evaluate the four D's in managing time more effectively
- Evaluate how to organize yourself

### **Objective 3: Choose ways to say “No”**

- Explain how to set and establish priorities
- Identify ways to plan your work and learn how to plan
- Create ways to handle the paper work
- Discuss time tips on interruptions and decisiveness
- Discuss time tips in your environment and in travel
- Discuss time tips on the telephone and in meetings
- Formulate time tips on personal habits