



BUILDING TRAINING SOLUTIONS FOR THE IT WORLD

## Effective Time Management

**Number of Days:** 1

**Format:** Instructor-Led

**Class Code:** EFFTIM

**Recommended Course Sequence**

Knowledge of prerequisites noted below.

*Course content is subject to change without notice.*

### Course Description:

Time is a form of currency, and the ways that we talk about it illustrate its value: we say “Time is money,” and “My time was well spent,” or “It’s a waste of time.” Like most professionals, you’ve probably struggled with managing this resource effectively. In CTREC’s Effective Time Management course, you will practice techniques that will help you achieve more effective use of your time so that you can direct your energy towards the activities that will further your professional and personal goals.

### Target Student:

Professionals in a variety of fields who are seeking improved time-management skills so that they can perform more effectively.

### Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Articulate your goals.
- Analyze how you are currently allocating your most precious resources: energy and time.
- Identify elements of your personal work style that contribute to your effective use of time.
- Assemble a collection of time-management tools and strategies that you can use to take control of your time.
- Create an action plan for your time-management process and identify ways to evaluate and improve your efforts.

## Course Outline

<b>Lesson 1: Defining Goals</b>
<ul style="list-style-type: none"> <li>■ Topic 1A: Define Time Management</li> <li>■ Topic 1B: Describe Your Dreams</li> <li>■ Topic 1C: Identify Regrets</li> <li>■ Topic 1D: Articulate Goals</li> </ul>
<b>Lesson 2: Analyzing Energy Allocation</b>
<ul style="list-style-type: none"> <li>■ Topic 2A: Identify How Energy Is Spent</li> <li>■ Topic 2B: Analyze Tasks</li> <li>■ Topic 2C: Analyze Time Usage</li> <li>■ Topic 2D: Analyze Energy Flow</li> </ul>