

MODULE HIGHLIGHTS

Module Purpose

This module is designed to help you understand the importance of effective time management skills to personal and professional success. As the world moves at a faster pace, it's essential not only that things get done faster, but also that the right things get done in a timely manner. It's crucial that employees are not only efficient, but also effective. We will discuss and practice skills that will help you manage your time and perform at your best—in your work life, your home life, and in your social life.

This module supports other 360 Solutions time management training modules.

Module Objectives

Part 1: Defining Time Management

- ◆ Define a personal meaning of time.
- ◆ Identify the benefits of time management.
- ◆ Identify how effective time management can increase productivity and lower stress.
- ◆ Assess time management skills.

Part 2: Prioritizing Time Use

- ◆ Identify the purpose of planning.
- ◆ Create a priorities chart.
- ◆ Distinguish between important and urgent.
- ◆ Identify the causes of procrastination.
- ◆ Identify time wasters and ways to overcome them.

Part 3: Adopting a Time Management Approach

- ◆ Explain how time management is a way of thinking.
- ◆ Identify values and roles.
- ◆ Identify the value of goal setting.
- ◆ Use a tool to “remap” yesterday.
- ◆ Identify time management tools.

Part 4: Enhancing Your Time Management Skills

- ◆ Write an Action Plan for improving time management skills.
- ◆ Complete a Performance Plan for using the knowledge and skills you developed in this module to assist with professional growth and development.