

# Time Management Skills

## Course Overview

This course teaches students about identifying goals, effective energy distribution, working with your personal style, building your toolbox, and establishing your action plan.

<b><u>Course Introduction</u></b>	1m
Course Introduction	
<b><u>Lesson 01 - Identifying Goals</u></b>	10m
Identifying Goals	
Time Management	
How to Manage Your Time	
Dreams	
Define Your Dreams	
Goals	
Guidelines for Articulating Goals	
Regrets	
Guidelines for Identifying Regrets	
Lesson 01 Review	
<b><u>Lesson 02 - Effective Energy Distribution</u></b>	21m
Effective Energy Distribution	
Energy Distribution	
A Person's Daily Energy Cycle	
Personal Energy Sources	
Understanding Energy Flow	
Productivity Cycle	
Time Logs	
How to Create a Time Log	
A Sample Time Log	
Time Estimates	
Types of Tasks	
The 80/20 Rule	
Personal Energy Boosters	
Lesson 02 Review	
<b><u>Lesson 03 - Working with Your Personal Style</u></b>	20m
Working with Your Personal Style	
Personal World View	
Work Style	
In Sync or In Conflict?	
Defining Success	
Determining a Successful Day or Project	

Motivators  
Identify Personal Motivators  
Strengths  
How to Identify Personal Strengths  
Internal Time Wasters  
External Time Wasters  
How to Reduce Time Wasters  
Perfecting Your Work Style Preferences  
Lesson 03 Review

**Lesson 04 - Building Your Toolbox**

11m

Building Your Toolbox  
Requirements  
How to Negotiate for Success  
Benchmarks  
Delegation  
How to Delegate Tasks  
Deciding which Tools to Use  
Lesson 04 Review

**Lesson 05 - Establishing Your Action Plan**

11m

Establishing Your Action Plan  
What is an Action Plan?  
Priorities and Priority Alignment  
Components of an Action Plan  
A Sample Action Plan  
Organizing Your Action Plan  
Enhancing Your Time-Management Process  
Lesson 05 Review  
Course Closure

**Total Duration: 1h 14m**