COURSE SYLLABUS

Time Management Course (Self-Paced)

Discover practical techniques for managing time and increasing your professional and personal effectiveness. Learn how to devote time to the most important tasks and goals, how to organize yourself and how to organize your environment. Implement strategies for handling interruptions, anticipating deadlines and motivating yourself.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/time-management-online



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Course Outline

Module 1: Time Management Overview

- Understand key terms and concepts such as efficiency vs. effectiveness and the 80/20 Rule
- Explore generational and cultural views of time and productivity
- Identify personal time management behaviors and productivity patterns
- Distinguish among four generations of time management approaches, ending with self-management

Module 2: Establishing Priorities

- Clarify organizational goals and align daily tasks with priorities
- Write SMARTT goals and apply the Covey Time Management Matrix
- Plan and organize work using planning, organizing, directing, and controlling frameworks
- Develop personalized systems for to-do lists, audits, and work plans

Module 3: Productivity

- Identify and eliminate personal and organizational time zappers
- Improve office organization, meeting efficiency, and delegation
- Overcome procrastination and improve focus through time-blocking and planning techniques
- Use tools such as tickler files, email filters, and discussion planners to stay on track