



**1 HOUR
SEAT TIME**

TIME MANAGEMENT

This CareerSafe® course provides a solid foundation in the skills, tools, and strategies employees, interns, or students should possess to manage varying tasks and calendars effectively and efficiently. This course aims to build the resources, confidence, and direction necessary to take control of your time and increase your productivity.



TOPIC MODULES:

The Importance of Time Management - 15 min

- Describe the meaning of time management.
- Compare time techniques, tools, and strategies.
- Recognize the personal, social, and professional benefits of time management.
- Identify when there is a need for managing time.
- Describe the common causes of procrastination.

Components of a Successful Time Management Plan - 30 min

- Recognize that a good time management plan is purposeful, sustainable, and includes accountability.
- List the strengths and weaknesses of individual tools in the time management toolbox.
- Determine the appropriate time management tool or strategy for a situation.
- Utilize strategies for prioritizing tasks.
- Identify activities that are time sinks.
- Explain the benefits of organization as a tool for saving time.

Developing a Personalized Time Management Plan - 30 min

- Engage in and model the development of a time management plan.
- Describe the steps of developing a personalized time management plan.
- Recognize self-assessment tools to personalize a time management plan.
- Evaluate how time choices align with priorities.