



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Time Management, Third Edition

Course Number: AX084-076 | **Days:** 1

Description: Get a grip on priorities, identify your "time traps," and make every minute count by using these practical planning aids. Control your use of time. Make the best use of your personal energy. Set your priorities.

Topic-Level Outline

Part 1: Time Management Principles

- The Basics of Time Management
- What Controls Your Time?
- Three Tests of Time
- Benefits of Better Time Utilization
- Prime Time
- Setting Priorities
- Criteria for Setting Priorities
- How to Control Your Use of Time

Part 2: Time Management Techniques

- Planning, Long-Term Planning Aids
- Action-Planning Worksheet
- Milestone Chart, PERT Diagram
- Short-Term Planning Aids
- Daily Plans, Conference Planner
- Characteristics of Good Planners
- Common Time-Wasters
- Self-Generated Time-Wasters
- Needs Profile Analysis
- Environmental Time-Wasters
- When Things Go Wrong
- Five Tips for Effective Time Management

Part 3: Time Management Innovations

- Telephone Enhancements
- Computer Enhancements
- Other Technological Enhancements
- Meeting Alternatives
- Saving Time on the Internet

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Part 4: Time-Saving Tips for Travelers

Plan Your Travel Wisely
Saving Time at Your Hotel
Put Your Travel Plans in Writing

Part 5: Action Planning

Applying What You've Learned
Keeping a Daily Time Log
Planning for Improved Time Utilization

Appendix

Conclusion
Additional Reading

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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