Time Management

OLC Course Recommendations

Competency Definition

Concentrates efforts on the most important priorities; makes effective decisions within specified timeframes and takes appropriate action; allocates time effectively to reach goals.

OLC Component Titles

Developing Excellent Time Management Habits

COURSE TSA-PD-DEVTIMEMGMTHABIT-SKSFT

Description: Time management shouldn't be a separate activity--it should be an integral part of the way you do things. For this to happen, you need to be able to develop good time management habits and avoid bad ones. An effective use of time also involves managing your environment, managing your use of technology, and managing the time-wasting activities of people around you. Today we are often overwhelmed by the amount of paperwork that crosses our desks, or the number of e-mails that appear on our screens. There is a real danger that we end up being reactive rather than creative, and spend all our time responding to what we have been sent, rather than initiating new ideas. To avoid this, you need to develop techniques for handling paperwork, telephone calls, and e-mails to maximize their value, and minimize their disruptive potential. Technology makes it possible for us to be more efficient--get more done--in many different ways. But you need to make sure that you are really controlling the technology so that it also helps you to be more effective--getting the right things done, rather than allowing it to control you. There are many time stealers. Demands and interruptions from bosses, peers, or customers can prevent you from achieving your goals, and these must be dealt with appropriately. Not all time thieves are external. Most of us are prone to some degree of seemingly harmless procrastination, but this can be the most insidious and dangerous time waster of all. **Duration=4.5**

Techniques for Improved Time Management

COURSE TSA-PD-TECHBETRTIMEMGT-SKSFT

Description: If you don't feel that you are the organized type, or if making lists or drawing up detailed plans doesn't come naturally, don't worry. There isn't just one way in which time can be managed effectively. This course will introduce you to several different techniques for improving your time-management skills--experiment with them, and then choose and apply the tools which best suit your own situation. In order to achieve anything it is important to establish goals. You need to know what you want to do, before you can decide how and when you are going to do it. You then need to establish deadlines. If these deadlines are unrealistically tight, your interest and commitment in the task may be undermined, or you may experience stress which can have a negative effect on your performance. Deadlines are important, but they have to be realistic. Making -To-do- lists is a useful technique, but you can end up feeling overwhelmed by the amount that has to be achieved in a day, a week or a month. It is vital to prioritize the tasks, and the Priority Matrix is a quick and effective way of sorting the urgent, from the less important. It is relatively easy to make changes to the way in which you work while you are concentrating on making improvements, but it can be much more difficult to sustain these improvements. Once you have taken better control of the way in which you manage time, you need to find ways of maintaining this control. The final lesson in this course will provide some suggestions as to how this can be done effectively. **Duration=4.5**

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Your Time and You

COURSE TSA-PD-YOURTIME-SKSFT

Description: Before you can decide how to manage your time better, you need to recognize how you manage your time now. Busy people do what is required, and rarely have the opportunity to stop and consider whether they are making the best use of their time. A brief analysis of what you do currently may surprise you, and it may help you to identify some changes that could be made. This course will help you to consider the activities that currently take up most of your time, and how you plan and log them. You will also be encouraged to consider the work-life balance to which you aspire, and what steps you could take to make this wish a reality. Each of us is different, and this inevitably affects the way in which we approach time management. Some people habitually wake early, and find that the morning is the best time for them to handle creative tasks or difficult problems; others prefer to rise and work late--these people probably prefer to tackle only easy, routine tasks in the morning. Our personalities also play a significant role in the way we handle tasks and manage time. You are probably already doing certain things well, but there will inevitably be areas that can be improved. The last lesson in this course will help you to approach these changes in a positive and constructive way. **Duration=5.0**