

## Personal Time Management (3rd Edition)

### Course Specifications

**Course Number:** CCT-022\_rev4.0

**Course Length:** Self-study or classroom training

### Course Description

**Course Objective:** The learning objectives for Personal Time Management are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The Objectives of this book are:

- To help you determine how you presently use time
- To make you aware of the portion of time over which you have control
- To teach you how to make the most effective use of the time under your control
- To help you handle time not under your control in a more efficient way
- To allow you to use time the way you choose (work, play, or rest)

### Course Content

#### 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

## Course Outline

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

### **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