COURSE SYLLABUS

Time Management Course

Learn practical strategies to manage your time effectively, prioritize tasks, and boost productivity in both professional and personal settings.

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



CustomerRelations@graduateschool.edu • (888) 744-4723

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