

TIME MANAGEMENT

DAYS OF TRAINING: 1

PREREQUISITES: None

TIME MANAGEMENT OVERVIEW

Principles of time management

Productivity cycles

Goals and priorities

TIME MANAGEMENT PLANS

Time management plan

Daily plan

TECHNOLOGY AND TIME MANAGEMENT

Technology saves time

Say "No"

PRODUCTIVITY

Interruptions and meetings

Factors affecting productivity

INFORMATION OVERLOAD

Causes of information overload

Organize your office

Communication