

# Time Management

This workshop gives you the tools to find a balance, achieve your goals and be more effective and productive. Learn time management techniques that will help you increase productivity, reduce stress and improve results. Control your use of time and make the best use of your personal energy. Set your priorities to increase your efficiency.

Efficient time management is the key to getting the most out of your day. Get a grip on priorities, identify your "time traps," and make every minute count by using these practical planning aids. From managing e-mails to juggling multiple projects, this course will help you reach your goals by learning how to budget your time wisely.

Prerequisites: None

#### Who Should Attend?

Anyone who wants to learn how to manage their time effectively

#### Topics Covered

The Basics of Time Management/Self-Management  
Planning for Success  
Concentration, Focus and Organization  
Managing Technology  
Creating Boundaries and Balance

#### Learning Objectives

- Identify the key concepts associated with Time Management to set and accomplish goals
- Recognize and deal with time-wasters
- Understand the nature of Time Management to improve concentration and efficiency
- Use a range of tools, technology, techniques and concepts to help manage time
- Create priorities and establish realistic boundaries
- Explain the benefits of having an effective Time Management process to break indecision and procrastination habits

**Hours: 8 CEUs: .8**

**Course Fee: \$195**  
(material included)

**Date: TBD**

**Time: 8am-5pm**

#### Location:

San Jacinto College Central  
8060 Spencer Hwy  
Pasadena, Texas 77505

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