



Competencies that are addressed:

PRIMARY COMPETENCY CATEGORIES:

- **Management Controls—**
Exercises management controls to ensure the integrity of processes.
- **Initiative—**
Proactively makes things happen. Is self-disciplined.

RELATED COMPETENCY CATEGORIES:

- **Human Resource Management—**
Manages process for aligning human capital with organizational goals.
- **Leadership—**
Drives business results by aligning the vision, mission, and values to enhance business value.

Time Management

SUMMARY

The two major keys to time management are understanding where time is spent, and focusing efforts on issues with higher levels of importance. You can avoid the tyranny of the urgent by evaluating your activities and applying five proven time management approaches.

CONTEXT

Time escapes minute by minute and hour by hour. Nothing you do will stop or rewind a clock or calendar. You all have the same amount of time, 1,440 minutes per day. There are no short-cuts to managing yourselves more effectively. The key is to invest your time in the most productive way, not only for the sake of your company but for your own peace of mind.

In this module, you will start by discovering where your time gets spent. Having a clear picture of where time gets lost will give the best indications of where improvements can be made. You will review specific tools and approaches that help people stay on target, reduce procrastination, and get results in the areas over which you can take more control.

At the completion of this module, participants will be able to:

- Understand where their time is spent
- Apply tools to plan, organize, and manage their time
- Develop the mind-set to overcome time management obstacles and work more efficiently
- Leverage time and increase productivity, working smarter, not harder

“Old habits cannot be thrown out the upstairs window, they have to be coaxed down the stairs one step at a time.”
—Mark Twain