

TIME MANAGEMENT

Component Description	Objectives
<ul style="list-style-type: none">◆ Controlling Your Time and Life◆ How To Make Plans and Work Them◆ Prioritizing Your Tasks◆ “TO DO” Lists◆ Don’t Do Everything◆ Attacking Big Projects◆ Time Savers/Time Wasters◆ The “80/20” Rule◆ Telephone Management◆ E-Mail Management◆ Personal Action Plan	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none">– identify time wasters and savers– set personal priorities and objectives– plan more effectively– break large projects down to <i>doable</i> smaller tasks– write down tasks to be completed– manage telephone and e-mail effectively– develop a personal action plan

