

MODULE 16: TIME MANAGEMENT

CODE: 960 162 Duration: 30 hours

Examination of their Present Use of Time

- Making a list of their main personal activities.
- Evaluating these activities in terms of profitability or satisfaction, considering the time and energy devoted to them.
- Considering their ability to become proficient in using their time.

Examination of the Use of Time among Secretarial Personnel

- Making a list of the principle secretarial activities.
- Becoming aware of time-consuming activities and their effect on time planning
- Discussing the main obstacles encountered in performing activities and relevant measures to take to overcome them.

Familiarization with the Methods and Tools of Time Management

- Determining priorities for professional activities
- Determining the activities that can be performed by others
- Planning activities using time-management tools

Assimilation of Methods of Time Management

- Considering their ability to evaluate the importance of a situation.
- Recognizing the extent and limits of their responsibilities.
- Making a summary of their strong and weak points concerning their ability to manage time.
- Determining the methods that would allow them to manage their time more efficiently
- Considering how the ideas encountered in this module may affect the practice of their occupation in the job market.