



The Successful Manager: Time Management - Online

One of the more precious resources a manager has is his or her time. Managers can become more effective by employing time management and scheduling techniques, delegating, outsourcing key tasks, and employing technology. Effective time management helps managers achieve their goals.

This is an asynchronous eLearning course that can be accessed 24/7 from any internet enabled computer.

Available Session(s):

Available Today

Online

USD \$150

Online

Instructor(s):[]

Targeted Audience

Operations managers, project managers, program managers, department heads and anyone wishing to achieve their goals.

Advance Preparation

No advance preparation required.

Learning Objectives

Students will be able to:

- Recognize the importance of time management in your own life
- Employ a time log in ascertaining how you spend your time
- Understand the reasons for procrastination and how to deal with them
- Recognize the importance of goal setting and establishing personal and professional goals
- Employ the key principles of time management (organization, prioritization, planning)
- Employ some common time management tools, including scheduling systems (activity logs, action plans, to do lists) and technology (automation, etc.)
- Understand how to better manage your time by using appropriate tools and techniques

Level: Basic

CPE Credits: 3

Instructional Method: Self-Study

Detailed Outline

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