

XXXXXXXXXX

Rationale

Industry Request- In line with Foundation for Community Colleges New World of Work.

' " | Žž ~ 3 ~ | () * + , - , +4*5/5 2

Catalog Course Description

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Emphasis will be placed on how to prioritize, identifying time wasters, and goal setting.

' " | Žž ~ | ~ | (2755 2+ (2" 2*(00 , 2/

Open Entry/Open Exit

No

2. Where does your time go?
 - a. Self diagnosis
 - b. Determine how time is spent based on a self-diagnosis.
3. Workplace Time Wasters and What to Do About Them
 - a. Visitors
 - b. Telephone calls
 - c. Email
 - d. Social Media
 - e. Describe how to eliminate common time wasters.
4. Self Generated Time Wasters and What to Do About Them
 - a. Disorganization
 - b. Procrastination
 - c. Inability to say no
 - d. Perfection
 - e.

%(6(+, 7L, 2 * . 0' 7) 4. /5 2A*. 2+,, * #<,, 1, 2/

D