Time Management

Course Description

This 4-hour course is designed to give the attendees a basic understanding of time management as it applies to the manufacturing environment. The course engages the attendees in analyzing and using thought leadership and application of these ideas within [proposal company] applications. The students will be provided with books that include all of the slides used in the class. This class has had especially positive feedback and is a personal favorite of mine to teach.

Course Duration of course

This class is 4 hours in duration.

Course Detailed Content

1. Time Management—the Ideas Behind It.
2. Prioritizing Activities
   a. Personal Important
   b. Business Urgent
   c. Business Important
3. Making it Work in Today's Environment
4. Management Systems for Time Management
5. Actions as a Result of this Class

Course Deliverables

- Attendees will have a new perspective on time management and the application of same.
- Attendees will have a prioritization process to apply to their world, both personal and business.
- There will be a common glossary of terms to use at [proposal company] regarding time management.
- Systems described in the class are applicable to systems such as Franklin Planner, At-A-Glance, Lotus Notes and Windows Outlook

Intended Audience

Supervisors
Line Managers
Middle Management
Top Management
Key Employees

Costs for Delivery – Negotiable
Normal Follow-up - Not normally required