

# Time Management Concepts Study Guide

## How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Time Management Concepts". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

## Course Overview – Time Management Concepts

Let's face it – we will never get everything done. Every to-do list contains items that will roll over to the next day, and the next day, and the day after that. For every task we accomplish, two more will take its place. There will never be a day we can sit back and say, "All Done!"

We can't do everything, but we can do a great deal with the time we have. We are all given 24 hours a day, yet some people seem to accomplish far more in those hours than others. Their secret? Effective time management.

But time management isn't really a secret at all. Walk into any bookstore, open any business magazine, or do an Internet search and you will find thousands of tips and tricks. We don't have enough time to learn how to manage our time!

In this course, we'll cover the basic concepts of time management. We'll look at the evolution of time management from the assembly line to the latest apps. We'll go beyond the to-do list and learn new ways to think about prioritizing. We'll take a look at distractions and how to handle them, as well as how to set up a personal workflow system to keep tasks on track.

We hope the time you spend on this course will help create or free up a tremendous amount of time which you can use to reach your goals!

## Learning Objectives – Time Management Concepts

By the end of this course, you will understand the following:

- Define time management
- Identify new challenges in time management in the 21<sup>st</sup> century
- Differentiate between role priorities and task priorities
- Differentiate between time management and attention management
- Use your time in the most efficient way possible

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## What is Time Management?

*Time Management is a systematic, \_\_\_\_\_-based structuring of time allocation and distribution among competing \_\_\_\_\_.*

## Time Management in the 21<sup>st</sup> Century

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## 3 Evolutions of Time Management

## Role Priorities vs. Task Priorities

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## Exercise: Role Priorities vs. Task Priorities

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## Covey's Urgent/Important Matrix

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## Time Management vs. Attention Management

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## The Costs of Distraction

## Time Blocking

### Video Notes

## 5 Tips to Budget Time Effectively

#	Tip	Notes
1.		
2.		
3.		
4.		
5.		

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## 11 Ways to Rein in Distractions and Stay Focused

#	11 Ways to Rein in Distractions and Stay Focused
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

## Journaling Activity

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## Workflow Management

## Trello

## Kanban

# Time Management Concepts

## Study Guide

### Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. Do you believe that there are one or two time management techniques everyone should use? What are they, and why do you think they are beneficial for everyone?
2. Do you favor paper-based time management methods, or do you prefer technological solutions? Perhaps a little bit of both? Discuss your preferred methods and why you feel an app or paper is a better tool for a particular use.
3. What are some ways you can reduce or eliminate time spent on less important tasks? Think specifically about your job. Is there someone you can train to take over? Should those tasks be assigned to someone on a different team?