

This ILT Series course teaches students the fundamentals of time management. Students will learn how to evaluate the use of time, identify goals and set priorities, develop an overall time management plan, discuss the Pareto principle, assign a price to time, conduct a time audit, and correctly identify and control poor time management personality types. Course activities also cover managing their time to increase their productivity, developing a daily plan, managing technology, and saying no to doing too much. Students will also learn how to handle e-mail, the Internet, the telephone, personal interactions, and paperwork to productively use their time. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Comes with a companion CBT program.

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