



Center  
for  
Lifelong  
Learning

7373 Admiral Peary Highway Cresson, PA 16630

Phone: 814-886-6361  
CLL@mtaloy.edu

Fax: 814-886-2978  
www.mtaloy.edu

## Taking Control with Time Management

Course objective: Develop a system for managing time by using a self-audit, personal planner, and plan of action. Develop skills to use delegation in traditional work settings as well as team-based environments.

### **You're company benefits when:**

- ◆ Managers conquer time wasters-including the pitfalls of e-mail and the Internet
- ◆ Managers delegate appropriately and effectively
- ◆ Managers uncover the time they need for planning, supervising, and decision making

This course gives you proven time management strategies for increasing productivity and efficiency. Employees will discover how to use effective systems for setting and achieving their goals and reducing on-the-job stress. Applying the tools and techniques outlined here they will be prepared to meet contemporary time challenges and balance the demands of work and personal life.

### **Participants will learn how to:**

- ◆ Conduct a personal time audit
- ◆ Schedule and conduct well-run meetings that focus on effective actions and goals
- ◆ Maximize the returns on telephone, travel, and meeting times
- ◆ Use voice mail to eliminate "telephone tag"
- ◆ Manage information overload and use date books, planners, and e-mail products

Instructors: All instructors meet the College's instructor evaluation process.