

Project Time Management

Course Length – 2 Days

PDU's - 13

Course Description: This two-day course will take into account ways to plan and schedule time as well as individual issues that affect productivity. Learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

- Discuss myths and realities of time management
- Examine excuses for not managing your individual time
- Define roles and responsibilities which demand time
- Examine how to balance your time to create total human wellness in your life
- Review qualities of time management
- Define guidelines of time management
- Evaluate causes of procrastination
- Compare ways to stop procrastination
- Describe ways of dealing with deadlines
- Organize to set proper deadlines
- Write goals to help budget your time
- Evaluate the four D's in managing time more effectively
- Select ways to say "No"
- Explain how to set and establish priorities
- Identify ways to plan your work and learn how to plan
- Create ways to handle the paper work
- Discuss time tips on interruptions and decisiveness
- Discuss time tips on the telephone and in meetings,
- Formulate time tips on personal habits
- Evaluate how to organize yourself
- Define time management processes
- Detail the time management process of activity definition
- Detail the time management process of activity sequencing
- Detail the time management process of activity duration estimating
- Detail the time management process of schedule development
- Detail the time management process of schedule control