



# HEROTEC

NETWORK PROFESSIONAL TRAINING

## Time Management

<b>Related Certificate</b>	<b>Time Management</b>
<b>Course ID</b>	<b>978-0-7645-5955-6</b>
<b>Audience</b>	<b>Intermediate</b>
<b>Hours</b>	<b>24</b>

## Overview:

Do you need help with time management? Need to better manage your time at work or at home? Feel like there are never enough hours in the day? *Successful Time Management For Dummies* delivers practical solutions for getting organized, working better and faster, reducing stress, and getting rid of time-wasting distractions. You'll find out how to eliminate late nights at the office and spend more time with your family, friends, or even just yourself

## Objectives:

- Assess your strengths and weaknesses and establish goals.
- Create a routine and make the most of time-saving technology.
- Prioritize daily efforts, block off time, plug in to-do items.
- Grasp the time-equals-money concept and boost your hourly income.
- Create an environment that fosters solid focus and establish boundaries
- Eliminate time-wasting behaviors and promote time-efficient habits
- Reduce stress and anxiety

## Outlines:

- Chapter 1: Setting Yourself Up for Success
- Chapter 2: Linking Time Management to Life Goals
- Chapter 3: Putting a Value on Your Time
- Chapter 4: Focusing Your Efforts, Prioritizing Tasks, and Blocking Your Time
- Chapter 5: Setting Up and Maintaining a Productive Workspace
- Chapter 6: Fine-Tuning Organization Skills with Technology
- Chapter 7: Taking Time Management on the Road
- Chapter 8: Communicating Strategically to Get Results — Fast
- Chapter 9: Defending Your Day from Interruptions
- Chapter 10: Overcoming Procrastination, a Notorious Time Thief
- Chapter 11: Making Wise Yet Quick Decisions
- Chapter 12: Coping with a Time-Wasting Boss
- Chapter 13: Mastering Meetings with Co-Workers
- Chapter 14: Optimizing Collaboration with Business Associates
- Chapter 15: Time Management for Administrative Staff
- Chapter 16: Time Management for Salespeople
- Chapter 17: Time Management for Business Owners and Executives
- Chapter 18: Coaching Others to Manage Time Effectively
- Chapter 19: Ten Time-Wasting Behaviors
- Chapter 20: Ten Time-Efficient Habits
- Chapter 21: Ten Time Savers for Your Personal Life
- Chapter 22: Ten Great Time-Saving Technologies
- Chapter 23: Ten Ways to Fine-Tune Your Focus on the Job

## Contacts:

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