Course Outline for Business 50J

TIME MANAGEMENT SKILLS

Catalog Description:

BUS 50J - Time Management Skills

1.00 units

Practical tips and tools to manage time in academic and business-related situations. Setting short-term and long-term goals. Prioritization of goals and activities. Developing plans; organizing your workplace. Typical time wasters/time leaks, including procrastination, and ways of overcoming them.

Requisites: none

Grading Option: Optional

Discipline:

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<th>Outside of Class Hours</th>
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Prerequisite Skills:

None

Measurable Objectives:

Upon completion of this course, the student should be able to:

1. assess their relationship to time and determine their time management style;
2. use practical tools to effectively manage time as a college student;
3. recognize typical myths about time management;
4. design short-term and long-term goals;
5. apply various techniques to ensure the completion of set goals;
6. prioritize goals and tasks;
7. recognize their most prevalent time wasters/leaks and apply different tools to overcome them;
8. identify ways of saving time by delegating responsibilities.

Course Content:

1. Taming time: different styles of time management
2. How you relate to time
3. Tips and methods of saving time for college students
4. Various myths about managing your time
5. Developing goals, clustering
6. Methods of prioritizing tasks/goals (the ABC, index card, inventory, payoff system, Pareto principle)
7. Typical time wasters/leaks, including procrastination. How to reduce them
8. Delegating efficiently and learning to say ‘no’

Methods of Presentation

1. Lecture/Discussion
2. Role plays
3. Interviews
4. Independent library and internet research
5. Questionnaires
6. Case Study

Assignments and Methods of Evaluating Student Progress

1. Typical Assignments
   A. Design 2 short-term (six week) goals for this course. Put them in writing. Use the index cards method to review the goals daily. Develop a plan of specific activities to achieve those goals. Keep a journal of your impressions, struggles, and achievements to reach these two goals.
   B. Interview a manager in your company. Ask him or her to identify five most common time wasters. Ask what he or she does to
overcome those. Present your findings to the class using Discussion Board option in Blackboard.

C. Design a plan for completing a major college-related project (e.g., a research paper, team presentation). Include the overall goal, smaller goals, timeline, and the completion chart.

2. Methods of Evaluating Student Progress
   A. Projects
   B. Papers
   C. Case analyses
   D. Exams/Tests
   E. Oral Presentation
   F. Final Examination

3. Student Learning Outcomes
   Upon the completion of this course, the student should be able to:
   A. manage time in academic and business related situations;

Textbooks (Typical):
2. Tracy, Brian (2007). *Time Power* AMACOM.

Special Student Materials

Abbreviated Class Schedule Description:
Practical tips and tools to manage time in academic and business-related situations. Setting short-term and long-term goals. Prioritization of goals and activities. Developing plans; organizing your workplace. Typical time wasters/time leaks, including procrastination, and ways of overcoming them.

Requisites: none