

Course Summary:	This course focus will be on methods of time management and reasons for the importance of time management. Also covered will be time wasters, procrastination and fears, personal assessment, prioritizing system and energy cycles. Trainees will be instructed on Laken's TM Rules, organizing, delegating, controlling, and life planning.
------------------------	---

Performance Objectives:
<p>A) Identify time management methods. B) Explain the importance of time management. C) List time wasters. D) Discuss procrastination and fears. E) Describe their personal assessment. F) Explain how to set up a prioritizing system. G) Identify energy cycles. H) List Laken's TM Rules. I) Demonstrate organizing, delegating, controlling and life planning.</p>

Course Outline				
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology
1	0800	1000	Introduction and overview of course. Methods & reasons for time management. What is time management? Problem identification	Lecture Group Discussion
1	1000	1200	Planning and decision making techniques Personal assessment.	Lecture Group Discussion Group Exercise
1	1200	1300	Lunch	
1	1300	1500	Planning and decision making continued. Prioritizing system. Energy cycles.	Lecture Group Discussion Group Exercise Audio/Video Clip
1	1500	1700	Procrastination. Life planning. Summary, feedback, and evaluations	Lecture Group Discussion Group Exercise Evaluation