

# Time Management

---

10 Inservice Points

Component No. 8 403 001

---

## **General Objective**

To learn methods of time management, organization, and increased productivity.

## **Specific Objectives**

To give participants knowledge of:

1. Techniques of self-analysis to determine their time-use personality type.
2. Techniques of concentration on task.
3. Methods of limiting interference.
4. Methods of pacing for time management.
5. Techniques of handling stress.

## **Activities**

1. School personnel will meet to study methods and techniques of time management and their application to individual situations.

## **Evaluation**

1. Pre and post tests where applicable.
2. The participants will demonstrate mastery of the specific objectives through the utilization of personalised time management techniques with follow-up to determine implementation.
3. The consultant will certify that each participant has satisfactorily completed 80% or more of the specified objectives.
4. Participants will complete a workshop evaluation form.

