A. **Course Description**

- **Credits:** 1.00
- **Lecture Hours/Week:** 1.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

Learn practical tools to gain control of your time and your life. Apply a comprehensive time management system based on identifying values, long-term goals, short-term goals, and daily action steps. Set priorities, delegate, and reduce time wasters and clutter. Assess personal improvement opportunities and develop an individual time management plan. Explore strategies to improve time utilization of work group members. Prerequisites: None

B. **Course Effective Dates:** 4/7/98 – Present

C. **Outline of Major Content Areas**

   As noted on course syllabus

D. **Learning Outcomes**

   As noted on course syllabus

E. **Minnesota Transfer Curriculum Goal Area(s) and Competencies**

F. **Learner Outcomes Assessment**

   As noted on course syllabus

G. **Special Information**

   None noted