A. Course Description

- Credits: 3.00
- Lecture Hours/Week: 3.00
- Lab Hours/Week: 0.00
- OJT Hours/Week: 0
- Prerequisites: None
- Corequisites: None
- MnTC Goals: None

Learn practical tools to manage time and stress. Develop habits to increase personal productivity and create an individual time management plan. Set priorities, delegate and reduce time waste's and stressors. Explore strategies to improve time utilization in workgroups.

B. Course Effective Dates: 8/1/01 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. align realistic goals with values to reduce stress
2. analyze schedule for time wasters
3. analyze time management systems
4. analyze work and home settings for stressors
5. apply effective task organization techniques
6. apply positive affirmation and visualization tools to achieve goals and reduce stress
7. apply time management skills
8. assess personal attitudes toward competition and collaboration
9. assess personal level of time management skills
10. assess work group for effective time management techniques
11. assign time scheduling decisions on goals
12. cite examples of how differences can be beneficial
13. compare proactive and reactive paradigms and language
14. complete values clarification
15. demonstrate application of habits of effectiveness to personal life
16. demonstrate empathetic listening
17. describe effects of stress on the body
18. describe principles of synergy
19. describe the characteristics of dependence, independence and interdependence
20. describe the role of paradigm shifts in significant life change
21. develop a personal time management plan
22. develop a plan for ongoing physical, mental, emotional and spiritual self renewal
23. develop a time management approach with work groups
24. develop daily and weekly schedules
25. develop skills to avoid interruptions
26. differentiate between urgent and important activities
27. discuss delegation techniques
28. establish goals based on values
29. evaluate the link among time management, goal setting and stress
30. explain and demonstrate elements of "win-win" agreements
31. explain how knowledge, skill and desire relate to habits
32. explain how personal beliefs and values influence decisions
33. explain how time management practices are not time wasters
34. explain procrastination's effect on management effectiveness
35. explain the benefits of effective delegation
36. explain the need for time management
37. formulate long term, intermediate, and short term goals
38. identify methods to overcome obstacles to applying win-win strategies
39. increase frequency of using a proactive approach in your personal and professional life
40. interpret habits of effectiveness model vs efficiency
41. list barriers to time management at home or work
42. list time management skills
43. practice methods of saying "NO" to unimportant tasks
44. practice prioritizing tasks
45. practice techniques for avoiding time wasters
46. present concepts based on listener's frame of reference
47. set priorities in home and work settings
48. utilize effective time management strategies

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

F. Learner Outcomes Assessment

   As noted on course syllabus

G. Special Information
None noted