

Managing Time at Work

Managing Time at Work teaches students how to effectively manage their time to be more productive during the workday. Students will learn to create daily plans, as well as manage work areas, interruptions, phone calls, and other daily activities that take valuable time. Through scenario-based examples, students will be able to customize these techniques into a daily planning system that works specifically for them.

Price	\$130 Nonmembers / \$95 Members
Course Credits	AIB: 0.25 ; ICB: 0
Prerequisites	None
Required Software	None
Optional Software	Adobe Acrobat Reader and RealPlayer

Audience

Bank personnel who are not currently using an organized method to plan and manage their time or who want a refresher. This includes any bank employees who are responsible for completing varied tasks in a typical day.

Learning Objectives

After completing this course, students will be able to:

- Plan your time effectively
- Create a task management plan
- Organize the workspace
- Manage interruptions and daily activities