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Management (MGMT) 1525 Time Management (0.5 Unit) CSU
[formerly Management 15]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 8 hours lecture

Catalog Description: This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.

Type of Class/Course: Degree Credit

Text: Haynes, M.E., et al. *Practical Time Management: How to Make The Most of Your Most Perishable Resource*. Boston: Logical Operations, 1991. Print.

Course Objectives:

By the end of the course, a student will be able to:

1. assess the value of good time management skills,
2. prepare and analyze a self-diagnosis to determine where his/her time goes,
3. distinguish between common time wasters and be able to eliminate them,
4. understand the importance of setting priorities,
5. explain the principles of effective delegation,
6. prepare “smart” goals,
7. understand the philosophy of putting first things first,
8. demonstrate various techniques for managing the work space,
9. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
10. utilize problem solving techniques in dealing with supervisory situations.

Course Scope and Content:

Unit I Basic Concepts and the Workplace



- A. Assess the value of good time management skills
- B. Understand the importance of setting priorities
- C. Demonstrate various techniques for managing the work space
- D. Utilize problem solving techniques in dealing with supervisory situations

Unit II Logs and Analysis

- A. Prepare and analyze a self-diagnosis to determine where his/her time goes
- B. Identify opportunities for better time utilization

Unit III Delegation

- A. Explain the principles of effective delegation
- B. Identify work that should be delegated
- C. Understand the process of delegating and how to carry it out successfully

Unit IV Planning

- A. Prepare “smart” goals
- B. Present several techniques, or planning aids, to help in the planning process
- C. Evaluate the potential application of improved planning to a personal area of responsibility

Unit V Wasting Time

- A. Define what constitutes a time waster
- B. Distinguish between common time wasters and be able to eliminate them

Unit VI Our Need and Time

- A. Assess personal needs that tend to interfere with effective time utilization
- B. Evaluate the impact of personal needs on the use of time
- C. Recommend ways to restrict or redirect the satisfaction of these needs

Unit VII Staying on Track

- A. Understand the philosophy of putting first things first
- B. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions
- C. Demonstrate the gains that can be made when plans are implemented

Learning Activities Required Outside of Class:



The students in this class will spend a minimum of 1 hour per week outside regular class time doing the following:

1. Studying class notes
2. Answering questions
3. Completing required reading
4. Performing problem solving activities or exercises
5. Doing written work
6. Participating in group projects

Methods of Instruction:

1. Lectures
2. Demonstrations
3. Multimedia presentations
4. Group explorations
5. Case studies and scenarios

Methods of Evaluation:

1. Writing assignments, including:
 - a. group reports
 - b. topic paper written under American Psychological Association (APA) style guide
 - c. case studies
 - d. scenarios
 - e. simulations
2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
 - c. case study recommendations and solutions
3. Other examinations using combinations of:
 - a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses
4. Participation including:
 - a. role-playing and group activities
 - b. oral presentations and demonstrations
 - c. discussion responses
 - d. scenario reflections
5. Project including:



- a. multimedia presentations
- b. business scenario responses
- c. action plans
- d. formal written reports
- e. portfolios
- f. community service projects
- g. building new case studies