WORKNC-3G: TIME MANAGEMENT IN THE WORKPLACE

Effective Term
Fall 2025

CC Approval
03/07/2025

AS Approval
03/13/2025

BOT Approval
03/20/2025

COCI Approval
05/15/2025

SECTION A - Course Data Elements

CB04 Credit Status
Noncredit

CB22 Noncredit Category
Workforce Preparation

Discipline

Minimum Qualifications	And/Or
Vocational (short-term): Noncredit (Specific Degree and Professional Experience)	

Subject Code
WORKNC - Work Experience Noncredit
Course Number
3G

Department
Work Skills Noncredit (WORKNC)

Division
Career Education and Workforce Development (CEWD)

Full Course Title
Time Management in the Workplace

Short Title
Workplace Time Management

CB03 TOP Code
0506.00 - *Business Management

CB08 Basic Skills Status
NBS - Not Basic Skills

CB09 SAM Code
C - Clearly Occupational

Rationale
Course updated due to renumbering.

SECTION B - Course Description

Catalog Course Description
This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Emphasis will be placed on how to prioritize, identifying time wasters, and goal setting.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit
No

Repeatability
Unlimited - Noncredit OR Work Experience Education

Grading Options
Pass/No Pass Only

Allow Audit
No

Requisites

SECTION D - Course Standards

Is this course variable hour?
No

Total Instructional Hours
9

Distance Education Approval

Is this course offered through Distance Education?
Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent

SECTION E - Course Content

Student Learning Outcomes

	Upon satisfactory completion of the course, students will be able to:
1.	Identify time management techniques.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1.	Analyze case problems to determine facts, identify facts, identify reasons, and apply the concepts learned in making decisions.
2.	Utilize problem solving techniques in dealing with customer service situations.

Course Content
1. Benefits of Good Time Management
   a. What happens in your workplace when you don't practice good time management?
   b. Experiential learning activity: Identify time management techniques.
2. Where does your time go?
   a. Self diagnosis
   b. Determine how time is spent based on a self-diagnosis.
3. Workplace Time Wasters and What to Do About Them

     a. Visitors

     b. Telephone calls

     c. Email

     d. Social Media

     e. Describe how to eliminate common time wasters.

4. Self Generated Time Wasters and What to Do About Them
   a. Disorganization
   b. Procrastination
   c. Inability to say no
   d. Perfection
   e. Describe how to eliminate common time wasters.

5. Time Management Tips and Techniques
   a. To do lists
   b. Break down big jobs into small chunks
   c. Tackle projects early in the day
   d. Understand your body clock
   e. Identify time management techniques.

6. Prioritization
   a. Judgment
      i. How do you know what to do first when you have too much to do?
      ii. Experiential learning activity
   b. Relativity
   c. Timing
   d. Experiential learning activity: Recognize the importance of setting priorities.

7. Delegation
   a. How well do you delegate
   b. Tips for effective delegation
      i. Know your subordinates
      ii. Delegate work evenly
      iii. Follow up on delegated tasks
      iv. Delegate with consistency
      v. Reinforce good performance
   c. Pitfalls of do-it-yourself managers
      i. Experiential learning activity: Recognize the importance of delegating.

8. Goal setting
   a. Goals should be smart
      i. Specific
      ii. Measurable
      iii. Attainable
      iv. Realistic
      v. Timely
      vi. Goal setting in the workplace
   b. Experiential learning activity: Prepare "smart" goals.

9. Putting First Things First

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Discussion	Individual and group problem solving
Activity	Case analysis
Group Work	Role playing and class simulations

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
Chat Rooms
Discussion Boards
E-mail Communication
Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
Discussions
Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Problem Solving	Oral and/or written case analysis
Projects	Oral and/or written action plan
Other	Journal entries

Assignments

Reading Assignments

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials handed out in class

Writing Assignments

1. Written case analysis

2. Action Plan

3. Multiple worksheets handed out in-class

4. Journal entries on how student applied techniques learned in class to various environments including the workplace and at home.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

David Allen

Title

Getting Things Done: The Art of Stress-Free Productivity

Edition/Version

Revised Edition

Publisher

Penguin

Year

2015

ISBN #

978-0143126560

Course Codes (Admin Only)

ASSIST Update

No

CB00 State ID

CCC000639360

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

J - Workforce Preparation Enhanced Funding

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No