

**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE  
COURSE OUTLINE**

*Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.*

**DEPT.** SBM                      **COURSE NO.** 1340

**NUMBER OF CREDITS:** 1

**COURSE TITLE** Time Management

**CATALOG DESCRIPTION** This course will provide learners with an opportunity to explore the essential concepts of time management. The learner will explore ways of dealing with the daily challenge of successfully juggling multiple priorities, which require a clear understanding of individual time management strengths, and weaknesses and a well-practiced self managed strategy. The learner will analyze their time management habits and develop improvement plans to become a time master.

**AUDIENCE** Business Owners, Employees, Entrepreneurs, Manager, Supervisors

**FUFILLS MN TRANSFER CURRICULUM AREAS(S)** (Leave blank if not applicable)

Area : by meeting the following competencies:

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**PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:** Student is a business owner, employee or entrepreneur or by special permission of the instructor.

**LENGTH OF COURSE:** 16 WEEKS

**THIS COURSE IS USUALLY OFFERED:**

Every other year ☐ Fall ☒ Spring ☒ Summer ☒ Undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

- 1) **ACADEMIC CONTENT:** Read manual.
- 2) **THINKING SKILLS:** Define startup group.
- 3) **COMMUNICATIONS SKILLS:** Describe system configuration.
- 4) **HUMAN DIVERSITY:**

**TOPICS TO BE COVERED:** This course focuses on tools for effective time management.

**LIST OF EXPECTED COURSE OUTCOMES:**

1. Define time management.
2. Differentiate between time management and behavior management.
3. Differentiate between the three types of time wasters.
4. Understand Attitudinal time-wasters.
5. Define perfectionism.
6. Understand unassertiveness.
7. Define work addiction.
8. Understand time-waster solutions.
9. Determine your energy peak.
10. Understand how to prioritize.
11. Understand the importance of delegation.
12. Determine how much your time is worth.
13. Analyze how effectively you use your time.
14. Determine how to plan effective use of your time.
15. Use goal setting for personal planning
16. Define Informal planning
17. Explain formal planning for the complex tasks.
18. Determine how to use your time more effectively.
19. Explain how to get the most out of meetings.
20. Discuss how to use waiting time effectively.
21. Identify how to save time reading documents.
22. Determine how to drop unnecessary tasks.
23. Explain how to avoid procrastination.
24. Define procrastination.
25. Identify how to create more time.
26. Determine how to delegate effectively.
27. Understand how to control distractions.
28. Develop a time action plan.
29. Develop activity Log.
30. Develop time estimates.
31. Prioritized to do lists.

LEARNING/TEACHING TECHNIQUES used in the course are:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Collaborative learning | <input checked="" type="checkbox"/> Problem Solving      |
| <input checked="" type="checkbox"/> Student Presentation   | <input checked="" type="checkbox"/> Interactive Lectures |
| <input checked="" type="checkbox"/> Creative Projects      | <input checked="" type="checkbox"/> Individual Coaching  |
| <input checked="" type="checkbox"/> Lecture                | <input checked="" type="checkbox"/> Films/Videos/Slides  |
| <input checked="" type="checkbox"/> Demonstrations         | <input type="checkbox"/> Other (describe below)          |
| <input checked="" type="checkbox"/> Lab                    |  |

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Reading            | <input checked="" type="checkbox"/> Tests      | <input checked="" type="checkbox"/> Individual Projects    |
| <input checked="" type="checkbox"/> Oral Presentations | <input checked="" type="checkbox"/> Worksheets | <input checked="" type="checkbox"/> Collaborative Projects |
| <input checked="" type="checkbox"/> Textbook Problems  | <input checked="" type="checkbox"/> Papers     | <input type="checkbox"/> Portfolio                         |
| <input checked="" type="checkbox"/> Group Problems     | <input type="checkbox"/> Term Paper            |  |
| <input type="checkbox"/> Other                         |  |  |

## EXPECTED STUDENT LEARNING OUTCOMES:

See expected course outcomes.

**The information in this course outline is subject to revision**

**Veteran Services:** Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

**To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.**

**This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.**

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An Affirmative Action Equal Opportunity Educator/Employer**