

# AAIM Course Description



## Time Management

Many new leaders are challenged by the volume of tasks and responsibilities that need to be resolved daily and weekly. These challenges affect the need to create vision and direction for a team or an organization. In order to be successful, leaders must be both planful and proactive as it relates to Time Management.

### At the end of this course you will be able to:

- Develop an initial Time Management plan that makes sense for your schedule
- Identify ways to protect and use your time to meet your objectives
- Consider ways to overcome challenges that are negatively affecting your Time Management

### Topics that will be covered:

- Time Management Plan
- Meeting Objectives
- Overcoming Challenges

**Prerequisites:** Individuals who are really busy. The busier you are, the more value the training will have for you. This approach has been successfully used by every level of management from first line supervisor to CEO's; and by individual contributors, entrepreneurs and anyone who wants to get more done with less stress in his/her life.

**Advanced Preparation:** There is no advanced preparation for this course.

**Competencies:** Personal Development

**Delivery Method:** Group-Live | **Course Level:** Basic | **Duration:** 2hrs

**Continuing Education/Recertification Credits:** CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.