

Syllabus for WORK 229 – Time Management

Course Information

Semester & Year: Spring 2022

Course ID & Section #: WORK 229, E3173

Instructor's name: Aaron Reiher

Location: HCCF, Eureka

Number of units: 0 (This is a non-credit course)

Instructor Contact Information

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Catalog Description

An introduction to time management principles and specific tools that assist in making maximum use of time. Emphasis will be placed on prioritizing, identifying time wasters, and goal setting.

Course Student Learning Outcomes

1. Describe various techniques for managing time.
2. Explain the principles of effective delegation.
3. Apply S.M.A.R.T. principles in a goal-setting exercise.

Prerequisites/co-requisites/ recommended preparation

None

Evaluation & Grading Policy

Students do not receive letter grades in non-credit courses. Any student who participates in the course will receive a grade of "satisfactory."

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student feedback policy

For coursework that is submitted on-time, the instructor will provide feedback within two weeks of the assignment due date through a correspondence feedback form.

Class participation and Attendance policy

Participation: Participation is the key to success in this course. Participation means completing assigned reading and weekly homework assignments.

Attendance: Attendance will be based on the completed work you turn in each week. If you adequately completed the written assignments for the week you will receive attendance credit for the week. If you copy another students' answers, neither of you will get credit.

Class Schedule

This course runs from Feb. 22 to Mar. 11, 2022.

This is a correspondence course, which means you can complete the coursework at whatever time is most convenient for you during the week. Consider developing a routine of specific days/times each week when you do your coursework.

Expect that you will spend about **3 hours** each week on this class. You will receive a weekly course packet at the beginning of each week, and the course packet must be turned in by Sunday of each week. You may not get credit for coursework turned-in late.

Class Content

We will cover the following course outcomes and concepts:

Course Objectives:

1. Discuss the benefits of good time-management skills in life and in the workplace.
2. Prepare and analyze a self-diagnosis to determine where one's time goes compared to where it should go.
3. Identify effective time-management techniques.
4. Analyze the relationship between sleep and time-management.
5. Understand how personalities effect how people manage their time.
6. Discuss the importance of time margins in one's life.
7. Discuss SMART principles for setting and attaining goals (Specific, Measurable, Attainable, Realistic, Timely), and apply these principles to specific goals.
8. Compare strategies for setting and keeping priorities.
9. Identify internal (self-generated) and external (others-generated) ways that people waste time at work and how these can be avoided.
10. Discuss reasons and effects of procrastination.
11. Identify mental and emotional challenges that hinder effective time management.

CONCEPTS

1. The value of good time-management skills.
2. Time wasters: poor prioritization, disorganization, procrastination, inability to say "no", perfectionism, excessive e-mail checking...
3. Tips and techniques to better manage time: keep a 'to-do' list, break down large tasks into small chunks, tackle projects early in the day, leave time for unexpected demands, learn to say "no", establish healthy routines, use a planning tool, practice task completion...
4. R.A.F.T. productivity plan (Refer, Act, File, or Trash).
5. S.M.A.R.T. principles for setting and attaining goals (Specific, Measurable, Attainable, Realistic, and Timely).
6. Effective time management requires getting the right amount of sleep.

THEMES & ISSUES

1. It is important to identify time wasters in order to manage time effectively.
2. It is important to set goals and prioritize in order to manage time effectively.
3. The real time-management challenge is to balance all the important areas of your life: family, work, health, relationships, spiritual life, social life...
4. Mental and emotional challenges may hinder effective time management.