

Time Management – OCP-C

Course Objectives	The purpose of this module is to allow you to understand some of the time management expectations and challenges in the workplace as well as do some personal introspection.
Module Materials	<p>Time Management Module</p> <p>1st Weblink: https://www.time-management-success.com/time-management-in-the-workplace.html</p> <p>2nd Weblink: https://money.usnews.com/money/blogs/outside-voices-careers/2012/06/12/4-tried-and-true-time-management-techniques</p>
Assignment	<ul style="list-style-type: none"> • Go to the first weblink and read the article entitled “Time Management in the Workplace” where it will give you some practical advice for how to be prepared for your work day and stay on task. • Go to the second weblink and read the post “Tried and True Time Management Techniques.” • Compose and key a concise essay (using professional language and proper grammar and the guidelines in the next bullet) including the following: <ul style="list-style-type: none"> -First paragraph: Start your essay by self-disclosing your own style as it relates to time management. Some ideas to get your started are...Are you organized? Do you struggle with time management? Are you typically on time for appointments? Are you typically late? Do you procrastinate? -Second paragraph: Referencing the “Workplace” article, state at least two things that were helpful advice for you. -Third paragraph: From the “Tried and True” article, state which of the four time management techniques is the one most likely to work for you and why. -Fourth paragraph: Summary paragraph stating how the information in these two article will impact you personally. • Double-space, using 1” side margins, and 11 or 12 point font. Type your name, date, and the module name in a header. • Print your essay and turn it in for grading.
Assessment	20 points