



## COURSE DESCRIPTION

Instructor's Guide  <b>COURSE DESCRIPTION</b>	Course Code: CJSC03020
	Duration: 5 Working Days
	Issued: 2020
Course Title : MANAGING YOUR TIME	
Course Purpose:  Many people feel that there are not enough man-hours in the day. Meetings, paperwork and visitors seem to take up the entire day. Rushing to complete their work leaves them exhausted at day's end. They also noticed that they are becoming irritable at home. People must know how to handle a situation but may have too little time to do it. Their ability to manage time affects their success. They need to discover the techniques to manage their work within the schedule.	
Target Population:  The target population will be existing airport and airline supervisors and managers working with airlines or airports primarily responsible for provision of aviation related services to passengers and others.	
Topics that will be covered: <ul style="list-style-type: none"><li>• To know the 11 typical time wasters.</li><li>• To learn how to plan their time.</li><li>• To know about the productivity peak timetable.</li><li>• To learn how to save time.</li><li>• Managing your time.</li><li>• The time-wasters.</li><li>• Establishing good work habits.</li><li>• Planning your time.</li><li>• The daily log.</li><li>• Activity ranking table.</li><li>• Productivity ranking timetable.</li></ul>	