

Business Tools for Career Readiness



Work Smarter, Not Harder: Time Management for Personal & Professional Productivity

Module 1



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Objectives

- Describe productive vs. unproductive work
- Three ways a plan makes you more productive
- How to break up your work

Objectives

- How to prioritize tasks
- Work / Life Balance
- Learn how you work

Be Careful of Unproductive
Work

Sam's Work Load

- Write a report for his boss
- Write a status report
- Email

Unproductive Work?

Create A Plan;
So you can change your
plans

Prioritize Most Important
Work First

What Should Sam Do?

Task List

Priorit y	Task	What is it?	Who	Start	Due Date	Time

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