

# Download Management Guide To Making Time

The Ultimate Guide to Time Management. With great time management thinking you can experience the joy of achievement, instead of wallowing in the regrets of “what I didn’t do.” As John Wooden, legendary former coach of The University of California, Los Angeles, basketball team, said in an interview with Tony Robbins,...Time Management as a Skill. As a skill, time management is something that can be mastered with consistent practice and further developed over time (no pun intended). Once this skill has been mastered, our work and personal lives will be more organized, much easier to handle, more efficient, and definitely happier. Use the Time-Management Behaviors matrix (Table 1) on page 3 to assess your current time-management skills. Instructions 1. Read each statement and assess how well it describes you and your time-management practices. In the second column (How often?), indicate how frequently you practice each behavior. 2. Making Time to Study for a Project Management Certificate. Credential courses are typically three to five days long and include boot camps, exam practice and may even include the exam itself.