

## Chapter 12 Outline

Myths Concerning Time Management

Time Analysis

Procedures

Time Robbers

Time Management Tools

Daily To-Do Lists

Weekly Planning Guides

Calendars

Software Applications

Delegation

Barriers to Delegation

Steps in Effective Delegation

## Competencies

1. Identify common myths of time management. (pp. 335–336)
2. Explain how to analyze time use to create more efficient procedures and reduce time robbers. (pp. 336–339)
3. Describe how to use such time management tools as daily to-do lists, weekly planning guides, calendars, and software applications. (pp. 339–345)
4. Explain how delegation can be an effective time management tool when supervisors use it correctly. (pp. 346–350)