**Leadership & Management Course**

**Lecture 8**

**Time Management and Electronic Management**

**Definitions-**

**Time Management**- The act of planning the amount of time you spend on which activities.

**Electronic Management**- The practice of importing, storing and managing documents and images as computer files.

**Personal Time Management Skills-**

* Planning
* To-do lists and checklists
* Evaluating urgent tasks
* Goal setting
* Auditing and improving workflows
* Filtering notifications
* Setting thoughtful deadlines.
* Plan Ahead
* Prioritize Tasks
* Understand the Role Energy Plays in Productivity
* Use Technology to Automate Tasks

**Four Time Management Tips-**

* Set reminders for all your tasks. The key to time management success is to know your deadlines and set reminders.
* Create a daily planner.
* Give each task a time limit.
* Block out distractions.

**Definition of Electronic Management-**

Electronic management, or electronic document management, is the practice of importing, storing and managing documents and images as computer files.

**Components of** **Electronic Management-**

* Document Storage.
* Information Capturing.
* Structuring and Indexing Documents.
* Locating and Retrieving Documents.
* Communication skills and Collaboration.
* Versioning.
* Security and Compliance.