

**Time Management  
and Effective Multitasking**

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**Objectives**

At the end of the module, learners will be able to:

1. Examine the core components of time management
2. Understand the importance of time management in case management
3. Explore approaches to time management



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**Objective 1:**

- Examine the core components of time management



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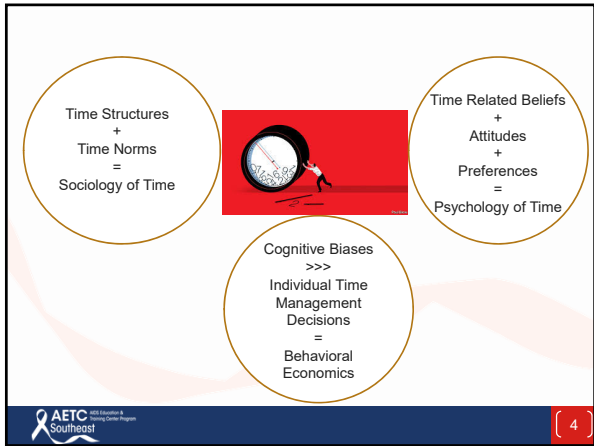
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**Objective 2:**  
Understand the importance of time management in case management

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**Why do case managers need time management skills?**  
Time management allows case managers to increase productivity by

- quantifying workloads
- increasing human resource allocation
- receiving objective reviews
- creating accurate timelines
- improving ability to clearly track progress
- sustaining motivation

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**Objective 3:**  
Explore approaches to time management



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**Standard Approach to Time Management**

**What:**

- Understand Time
- Set SMART Goals
- Plan and Schedule
- Prioritize
- Recognize Time Stealers
- Get Organized



**How:**

- Set a Pace
- Identify Priorities
- Be Proactive



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**Workflow Methodology**

- allows for intentionality, proactivity, and thoughtfulness
- makes tasks and responsibilities easy to organize, track, and act upon
- makes workload tangible, centralized, actionable, and trackable
- allows individuals to regain control, feel less scattered, and experience less stress



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## References

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