

Management and Strategy Institute, LLC.

Time Management Skills Certified (TMSC)

Course of Study

Introduction

This course teaches you how to respect time, become goal-oriented and more productive. The course aims to teach you the principles behind a successful time management system that you can understand, accept, evolve and shape based on your own life style. A time management system that is created by you is more likely to be adopted and used than one which is forced upon you.

The TMSC exam is a timed, online exam. It consists of approximately 25 questions and has a required passing score of 70%.

Competencies

This course of study covers the following competencies:

Mental Techniques

- Control your thoughts with the right attitude so that you maximize your time efficiency.
 - Learning Outcome: Understand mental techniques regarding time management. Happy & Unhappy Busy, Procrastination, Dead Time, Rushing.

Planning

- Plan efficiently for your goals, using different styles of planning.
 - Learning Outcome: Understand goal oriented thinking and SMART planning. Planner vs Spontaneous methods. Top Down or Bottom Up and planning phases. Also includes increasing efficiency.

Organizing

- Organize your life efficiently and free your mind from little tasks.
 - Learning Outcome: Understand "Get Things Done (GTC)", workflow inbox, your calendar, over-commitment.

How to Deal with Interruptions

- Respond to interruptions confidently and get maximum results.
 - Learning Outcome: Understand PACE Method and associated ideas.

How to Say No

- Say No and be loved for it!
 - Learning Outcome: Understand the importance of the word 'no'. Understand direct no, indirect no, pre-emptive no.

How to Delegate

- Delegate tasks at the appropriate level and maximize your efficiency.
 - Learning Outcome: Understand delegation and the fear of delegation. Delegation types including precise and capability delegation.

Learning Resources

Recommended:

Material included with your purchase is required reading.

- Free online training material provided by MSI. The material includes everything you will need to learn to pass the exam. This material is included for free with the purchase of your exam. It is in digital form, and available immediately after payment.

Optional:

This material is not required, however it will assist you in becoming certified.

- Kevin Kruse (October 11, 2015), 15 Secrets Successful People Know About Time Management, ISBN-13: 978-0985056438
- Cyndi Maxey, Kevin E. O'Connor (November 16, 2010), 10 Steps to Successful Time Management, ISBN-13: 978-1562867188

Preparing for Success

In order to successfully complete the TMSC exam, you will need to make sure you have the appropriate resources to support your learning.

- A quiet location, free from distraction.
- Internet access.
- Current (newest) version of Internet Explorer, Firefox, or Chrome browser.
- Take study notes while going through the training.
- When you are ready to take the exam, you should allot 2-hours of time.

Frequently Asked Questions

What happens if I fail the exam?

- You are given two additional attempts to pass the exam at no additional cost.