

AE 1303 PERSONALS SKILLS



توزيع درجات المادة

المجموع	اخر العام	عملى او شفوى	اعمال السنة	١٣٠٣٤
٥٠	-	٢٠	٣٠	

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المحتوى

AE 1303 Personal Skills	(2 , 0 , 0)	ع ١٣٠٣ مهارات شخصية
Communication - Critical thinking and Problem Solving - Leadership - Negotiation - Self Directed Learning.		الإتصال – التفكير النقدي وحل المشكلات - القيادة – التفاوض – التعلم بالتوجيه الذاتي.

الجدول الزمني للمادة

Weeks Course

Timeline

W ٠1	Lecture ٠ 1	Introduction & Time management
W ٠2	Lecture ٠ 2	Communication skills
W ٠3	Lecture ٠ 3	Presentation skills + Assignment 1
W ٠4	Lecture ٠ 4	Negotiation skills
W 5	Lecture ٠ 5	Critical thinking & problem solving
W ٠6	Lecture ٠ 6	Creative thinking
W 7	Lecture ٠ 7	Self motivation techniques Assignment 2 + Research paper
W 8	Lecture ٠ 8	Research concept methods
W 9	Lecture ٠ 9	PRESENTATION
W 10	Lecture 10	PRESENTATION
W 11	Lecture 11	PRESENTATION
W 12	Lecture 12	PRESENTATION
W13	Lecture13	Leader ship skills
W 14	Lecture 14	Final oral exam

“

No one has
enough **time**,
but everyone
has all there is.

”

Why Time Management is Important

- Bad time management = stress
- This is life advice
- *Remember that time is money*

Ben Franklin, 1748 Advice to a young tradesman



Hear me Now, Believe me Later

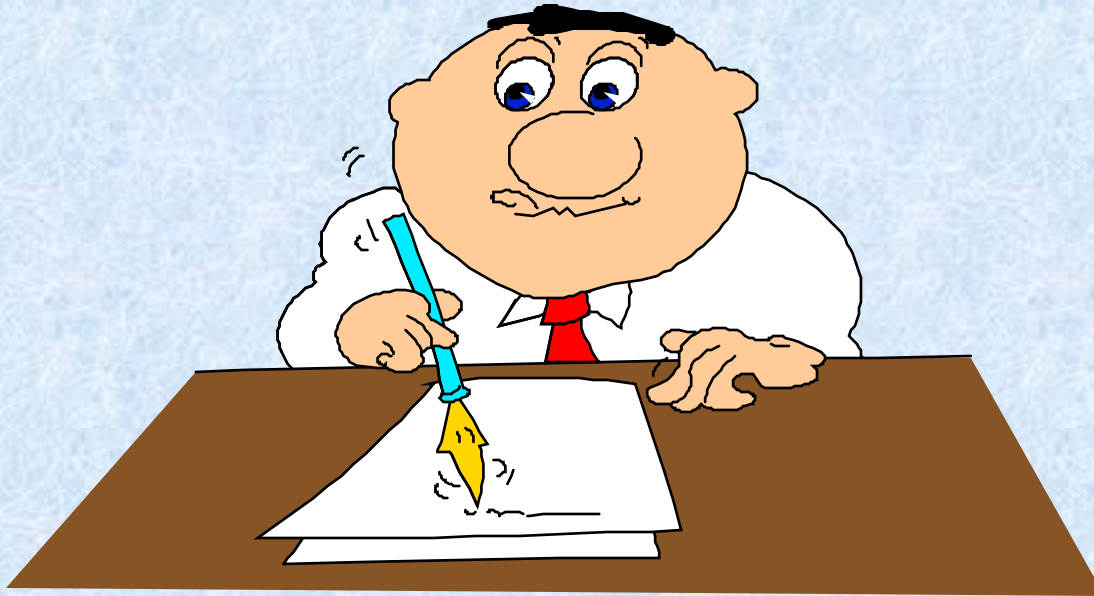
- **Being successful doesn't make you manage your time well.**
- **Managing your time well makes you successful.**

Objectives

- **Clarify your goals and achieve them**
- **Handle people and projects that waste your time**
- **Be involved in better delegation**
- **Work more efficiently with your boss/advisor**
- **Learn specific skills and tools to save you time**
- **Overcome stress and procrastination**

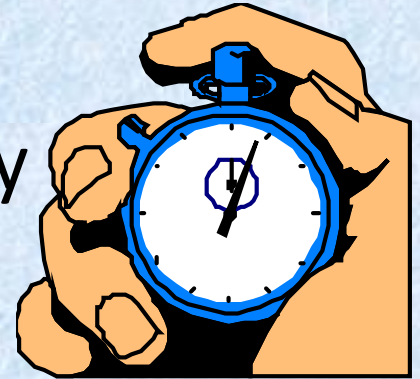
Definition

- Please write a one sentence definition for time management.



Definition

- Getting the most out of your life by maximizing today's electronic systems & resources.



Setting Goals



Goals, Priorities, and Planning

Why am I doing this?

What is the goal?

Why will I succeed?

What happens if I chose not to do it?

Inspiration

"If you can dream it, you can do it"

Walt Disney

- **Disneyland was built in 366 days, from ground-breaking to first day open to the public.**

Planning

- **Failing to plan is planning to fail**
- **Plan Each Day, Each Week, Each Semester**
- **You can always change your plan, but only once you have one!**

PLANNING LEVELS

**YEARLY
OVERVIEW PLAN**

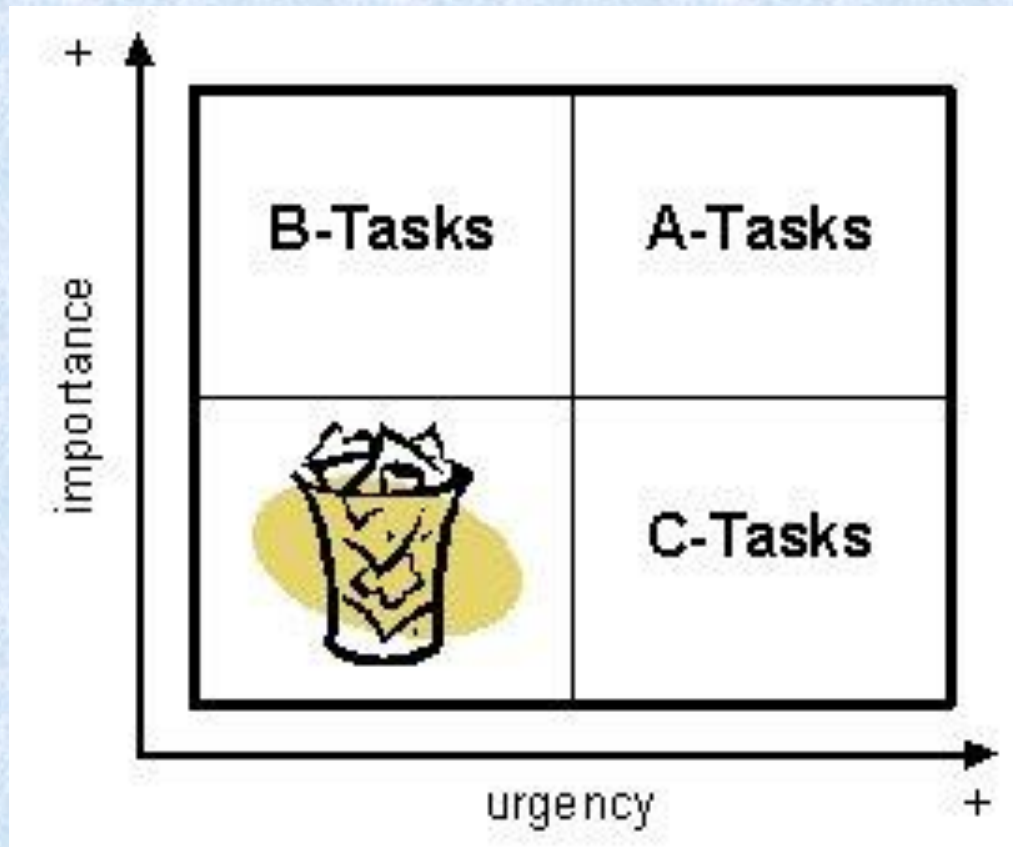
MONTHLY PLAN

WEEKLY PLAN

DAILY PLAN

TO Do Lists

- **Break things down into small steps**
- **Like a child cleaning his/her room**
- **Do the ugliest thing first**



- A - tasks are to be tackled immediately
- B - tasks are to be planned
- C - tasks are to be delegated

Scheduling Yourself

- You don't find time for important things, you make it
- Everything you do is an cost
- Learn to say "No"



Learn to say “No”

- **Will this help me get tenure?**
- **Will this help me get my masters?**
- **Will this help me get my Ph.D?**
- **Keep “help me” broadly defined**

Goal-Setting Software



Websites

- Websites can be your guide.
- Register with the site of your choice.
- Follow their template for scheduling & planning your goals.
- Many sites will monitor your progress & guide you towards gradual step-by-step achievement.

Technology

- Place goal reminders on your Personal Data Assistant (PDA), cell phone, or computer.
- These can act as the little voice inside your head, & you will be more likely to translate your goals into actions.
- Keep your goals in the forefront of your thoughts!

Keep your balance

