
Administrative Assistant Certificate

Time Management and Scheduling

****Administrative Assistant Certificate:**** A program that provides training in various administrative tasks, including time management and scheduling.

****Availability Management:**** The process of planning and controlling time to ensure that resources are available when needed. Related terms include scheduling, capacity management, and demand management.

****Calendar Management:**** The process of organizing and maintaining a calendar to keep track of appointments, meetings, and deadlines. Related terms include scheduling, time management, and appointment setting.

****Deadline Management:**** The process of ensuring that tasks are completed by a specific date and time. Related terms include scheduling, time management, and project management.

****Demand Management:**** The process of forecasting and controlling the demand for resources. Related terms include availability management, scheduling, and capacity management.

****Meeting Management:**** The process of planning, organizing, and conducting meetings. Related terms include scheduling, agenda setting, and minute taking.

****Microsoft Outlook:**** A personal information manager from Microsoft, which includes an e-mail client, calendar, task manager, contact manager, and note taking application. Related terms include scheduling, time management, and e-mail management.

****Project Management:**** The process of planning, organizing, and controlling resources to achieve specific goals and objectives. Related terms include scheduling, time management, and deadline management.

****Scheduling:**** The process of allocating time and resources to specific tasks. Related terms include calendar management, availability management, and project management.

****Task Management:**** The process of organizing and prioritizing tasks to increase productivity. Related terms include scheduling, time management, and project management.

****Time Blocking:**** A time management technique where a person dedicates specific time slots for different tasks or activities. Related terms include scheduling, calendar management, and deadline management.

****Time Management:**** The process of planning and exercising control of time spent on specific activities to increase effectiveness, efficiency, and productivity. Related terms include scheduling, calendar management, and task management.

****Time Tracking:**** The process of recording how much time is spent on specific tasks or activities. Related

terms include scheduling, time management, and project management.

****Workload Management:**** The process of organizing and prioritizing tasks to ensure that workload is manageable. Related terms include scheduling, time management, and task management.

****Agenda:**** A list of topics to be discussed in a meeting. Related terms include meeting management, scheduling, and time management.

****Appointment:**** A prearranged meeting or engagement. Related terms include calendar management, scheduling, and time management.

****Availability:**** The state of being free or available for a task or activity. Related terms include capacity management, scheduling, and demand management.

****Capacity:**** The maximum amount that something can produce or hold. Related terms include availability management, demand management, and scheduling.

****Deadline:**** A specific date or time by which a task must be completed. Related terms include scheduling, time management, and project management.

****E-mail Management:**** The process of organizing and managing e-mails to increase productivity. Related terms include scheduling, time management, and Microsoft Outlook.

****Minute Taking:**** The process of recording the events of a meeting. Related terms include meeting management, scheduling, and time management.

****Prioritization:**** The process of determining the importance or urgency of tasks to increase productivity. Related terms include scheduling, time management, and task management.

****Resource:**** A person, material, or asset used in the production of a good or service. Related terms include availability management, demand management, and scheduling.

****Time Slice:**** A unit of time allocated for a specific task or activity. Related terms include scheduling, time management, and time blocking.

****To-Do List:**** A list of tasks that need to be completed. Related terms include task management, scheduling, and time management.

****Calendar:**** A table that displays dates and periods of time. Related terms include scheduling, time management, and calendar management.

****Capacity Management:**** The process of ensuring that resources are available when needed. Related terms include availability management, scheduling, and demand management.

****Deadline Management:**** The process of ensuring that tasks are completed by a specific date and time. Related terms include scheduling, time management, and project management.

****Demand:**** The amount of a resource that is required. Related terms include availability management, capacity management, and scheduling.

****E-mail:**** A method of exchanging messages between people using electronic devices. Related terms include e-mail management, scheduling, and Microsoft Outlook.

****Meeting:**** A gathering of two or more people for the purpose of discussing or deciding something. Related terms include meeting management, scheduling, and time management.

****Microsoft Outlook Calendar:**** A calendar feature in Microsoft Outlook used for scheduling appointments, meetings, and deadlines. Related terms include scheduling, time management, and e-mail management.

****Project:**** A temporary endeavor undertaken to create a unique product or service. Related terms include scheduling, time management, and project management.

****Scheduling Software:**** Software used for organizing and managing tasks and appointments. Related terms include calendar management, time management, and Microsoft Outlook.

****Task:**** An action or job that needs to be done. Related terms include task management, scheduling, and time management.

****Time Management Skills:**** The ability to plan and exercise control of time spent on specific activities to increase effectiveness, efficiency, and productivity. Related terms include scheduling, calendar management, and task management.

****Workload:**** The amount of work a person has to do. Related terms include workload management, scheduling, and time management.

****Appointment Scheduling:**** The process of arranging a time and date for a meeting or engagement. Related terms include calendar management, scheduling, and time management.

****Capacity Planning:**** The process of determining the production capacity needed by an organization to meet the demand for its products. Related terms include availability management, demand management, and scheduling.

****Deadline Reminder:**** A feature in scheduling software that reminds the user of upcoming deadlines. Related terms include scheduling, time management, and project management.

****Demand Forecasting:**** The process of estimating the demand for a product or service. Related terms include availability management, capacity management, and scheduling.

****E-mail Reminder:**** A feature in scheduling software that reminds the user of upcoming appointments or

deadlines via e-mail. Related terms include scheduling, time management, and e-mail management.

****Meeting Invitation:**** A feature in scheduling software that allows the user to invite others to a meeting. Related terms include meeting management, scheduling, and time management.

****Microsoft Outlook Tasks:**** A task management feature in Microsoft Outlook used for organizing and prioritizing tasks. Related terms include scheduling, time management, and e-mail management.

****Project Planning:**** The process of defining and planning the tasks and resources needed to complete a project. Related terms include scheduling, time management, and project management.

****Resource Allocation:**** The process of assigning and managing resources to specific tasks or projects. Related terms include availability management, demand management, and scheduling.

****Task Prioritization:**** The process of determining the importance or urgency of tasks to increase productivity. Related terms include scheduling, time management, and task management.

****Time Tracking Software:**** Software used for recording how much time is spent on specific tasks or activities. Related terms include scheduling, time management, and project management.

****Workload Balancing:**** The process of distributing work evenly among team members. Related terms include workload management, scheduling, and time management.

****Calendar Sharing:**** The process of giving others access to your calendar. Related terms include scheduling, time management, and calendar management.

****Capacity Utilization:**** The extent to which resources are used. Related terms include availability management, demand management, and scheduling.

****Deadline Management Software:**** Software used for organizing and tracking deadlines. Related terms include scheduling, time management, and project management.

****Demand Management Software:**** Software used for forecasting and controlling the demand for resources. Related terms include availability management, capacity management, and scheduling.

****E-mail Scheduling:**** The process of scheduling e-mails to be sent at a later time. Related terms include scheduling, time management, and e-mail management.

****Meeting Minutes:**** A written record of a meeting. Related terms include meeting management, scheduling, and time management.

****Microsoft Outlook Appointment:**** A feature in Microsoft Outlook used for scheduling appointments and meetings. Related terms include scheduling, time management, and e-mail management.

****Project Time Management:**** The process of planning, organizing, and controlling the time needed to

complete a project. Related terms include scheduling, time management, and project management.

****Resource Leveling:**** The process of