



**OKLAHOMA**  
**CareerTech**

## Badge Details

<b>Name</b>	1746 – Time Management
<b>Description</b>	The Time Management (U.S.) test measures a candidate's knowledge of how to use your time wisely in the workplace. This test is designed for average business worker.
<b>Criteria</b>	<p><b><i>Candidates receiving this certification will take an exam with the following criteria:</i></b></p> <p>This exam is composed of 30 questions</p> <ul style="list-style-type: none"><li>• Action Plans</li><li>• Controlling</li><li>• Decision Making</li><li>• Organizing</li><li>• Planning</li><li>• Scheduling</li><li>• Time Usage</li><li>• Time Wasters</li></ul>