

Career Development

Career—And Time—Management 101

(NAPSA)—Want to climb the corporate ladder? The first step may be to manage your time better.

Experts say time management can be one of the most important skills a professional can have. People who manage their time well often meet deadlines more easily and can take steps to improve themselves personally and professionally.

For example, many professional adults are going back to school to further their education—but to save time, they study online. In fact, the Distance Education and Training Council—a trade association—estimates that more than two million people are studying online at colleges and universities across the United States.

Online universities generally offer flexibility and around-the-clock availability. Many are accredited and held in high academic regard. Students who study online can save time in their hectic schedule by logging on to their computers anytime.

One of the country's largest online universities is the University of Phoenix Online with more than 57,000 students. It offers degree programs from associate through doctoral levels in business, technology, education, nursing, healthcare management and criminal justice. The university also offers certificate and customized training programs for corporations.

University of Phoenix Online's



Many time-stretched professionals have found ways to advance their careers through online education.

typical student is 35 years old and works a full-time job. Two-thirds of the students have family responsibilities as well.

The University uses a learning model that emphasizes study groups, where students are encouraged to learn through relevant education by doing and discussing with one another while they are taught by their faculty member. The programs are often developed by business leaders and the school employs executives and senior-level professionals as faculty.

For more information on the University of Phoenix Online, and its programs, visit the Web site www.uoonline.com, or call 1-800-796-3791.