COURSE SYLLABUS

Time Management Training

Discover the benefits of effective time management and learn how to implement time management techniques in this accelerated workshop. Gain useful tools to help prioritize tasks, maximize time, minimize distractions, and avoid procrastination for increased productivity and decreased stress.

For more information, visit
https://www.creativelive.com/classes/time-management-training



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Course Outline

Module 1 – Time management

I. What is time management?

- Being busy is not the same as being productive
- Not just about using tools
- The benefits of time management

II. Tracking your time

- Building self-awareness through self-assessment
- Tracking your time with tools

III. Six time management strategies

Set goals, organize, plan ahead, maximize time, prioritize, eliminate distractions

Module 2 – Time management strategies

IV. Setting goals, organizing, and planning ahead

- Set goals
- Implementing a goal framework
- Shift from tasks to results

V. Organize and plan ahead

- Create daily to-do lists, schedule tasks, weekly plans
- Timeboxing: a cross between a calendar and a to-do list

Module 3 – Making the most of your time

VI. Maximize time

- Time-saving tips
- Peak performance time
- How to maximize time in meetings
- Taking breaks

VII. Prioritize

- The Priority Matrix (Stephen Covey)
- Urgent versus important – key to prioritizing your time
- Delegate

VIII. Deal with distractions

- Procrastination
- Avoiding distractions