

# Time Management

It is easy to get distracted or overwhelmed with the number of things you need to do in a day.

Not managing those tasks properly can prevent you from doing your job well and can lead to added stress, decreased mental and physical health, and other problems at work. Effective time management techniques will give you more time to do things you enjoy, such as spending time with family, relaxing or focusing on personal development.

This Time Management course provides information on time management techniques you can use to achieve a better work-life balance. The techniques will help you get organised, set goals, and prioritise. Ideas on making to-do lists and creating schedules are provided with examples. The course also explains in detail about the different types of time wasters you might face in the workplace or in your personal life and how you can combat them.

The course makes use of scenarios to enhance learning and engage the learner in the subject, and includes a branching scenario where the user can choose what the character does next.

## Course Objectives/Details

- Explains how time management can improve your work-life balance and decrease stress in both your personal and professional life.
- Describes how to manage your time by adopting a positive mindset, setting goals, and getting organised.
- Outlines techniques to create an effective to-do list, prioritise your tasks and schedule them in order to work efficiently.
- Identifies the different time wasters and techniques for how to avoid them.



On successful completion of the test users can download and print a certificate



The course lasts approximately **50 minutes**



Users are required to take a final test consisting of 10 default questions. **The default pass mark is 70%**

