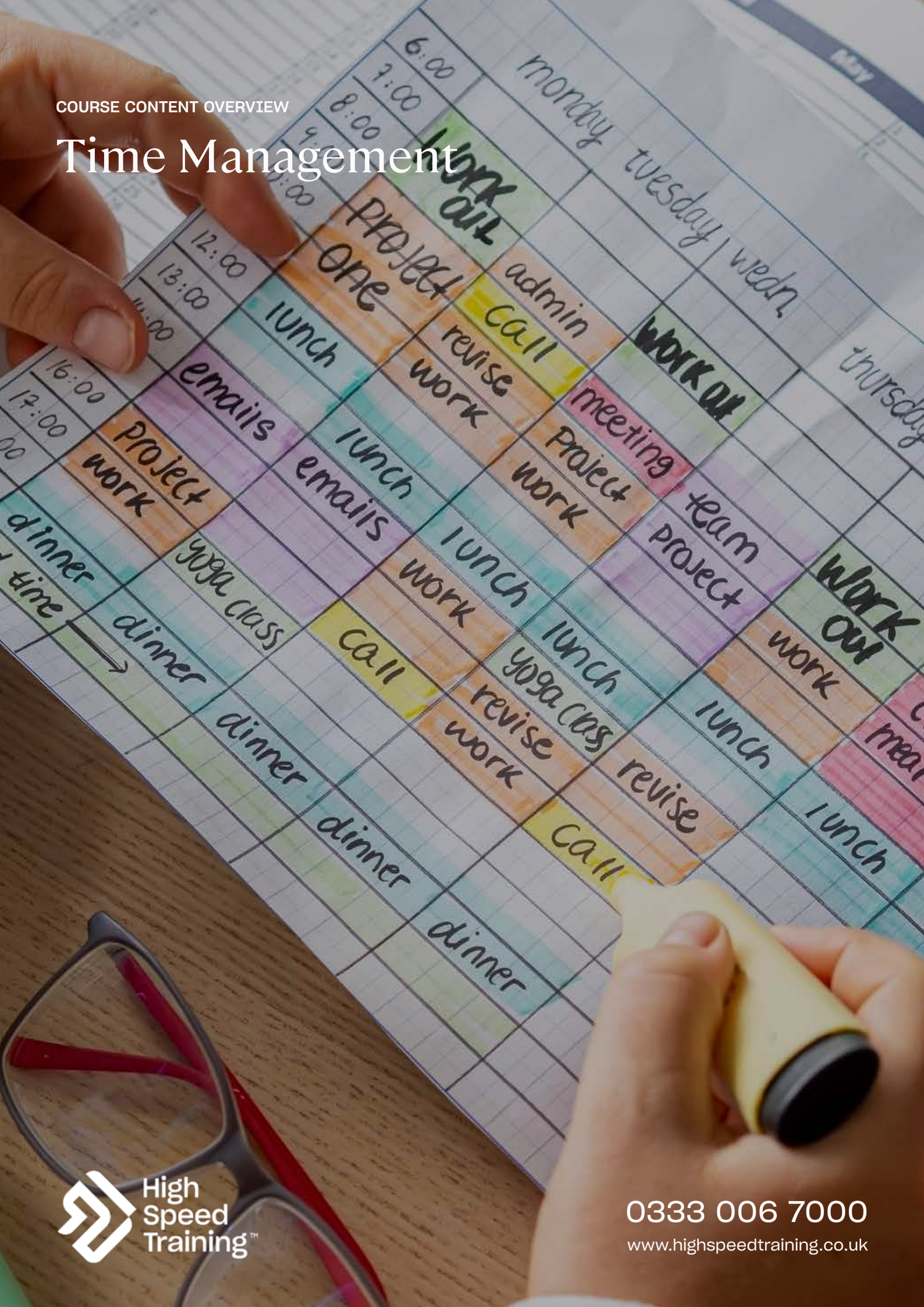# Time Management

This online Time Management course is designed for you and the way you want to improve your time management skills. Everyone has their own natural style of time management, so this course is designed to enable you to choose the tips and techniques that are most suited to you and will help you to improve your own time management skills, whether that's setting objectives, motivating yourself, overcoming procrastination or using specific tools and technology to get things done. The course covers a range of useful techniques and explains how they can benefit you, and will help you to feel more confident in managing and scheduling your time and tasks better.

Module One: Styles of Time Management

This module explains each of the natural styles of time management so you can determine how you currently approach it. The module gives you a chance to reflect on what you want to improve and outlines how to carry out a simple time and task analysis.

• Natural styles of time management
• Self-reflection
• How to carry out a time and task analysis

Module Two: Prioritisation

This module looks at how to schedule tasks and set objectives, and how to identify which are the most important or the most urgent. The module also covers the importance of delegating tasks and taking rest breaks.

• Prioritising and scheduling tasks
• SMART objectives
• Delegation
• Taking breaks

Module Three: Motivation and Productivity

This module highlights the problems caused by procrastination and distractions and gives tips and techniques for overcoming them. The module looks at how to motivate yourself to get things done and how to be more assertive to manage people's expectations.

• Procrastination
• Distractions
• Self-motivation
• Productivity
• Managing expectations
• Assertiveness
• Perfectionism

Module Four: Additional Time Management Tools and Techniques

This final module looks at a range of additional time management techniques that are available for you to use, and allows you to select those tools that are most useful to you.

• To-do lists
• The 80/20 rule
• Digital calendars and planners
• Project management tools
• Time and habit tracking tools
• The Pomodoro technique

Aims of the training

By the end of this course, you will:

• Understand your own natural style of time management.

• Be able to carry out a time and task analysis of your current workload.

• Understand how to prioritise and schedule tasks more effectively and use SMART objectives.

• Recognise how to overcome procrastination and distractions.

• Know how to motivate yourself to get tasks done to increase your productivity.

• Know how to manage expectations, be more assertive and delegate tasks to others.

• Understand the benefits of using to-do lists, calendars, project management tools, time trackers, the 80/20 rule and the Pomodoro technique.