

**Blue Team Level 1 Certification  
(Standard)**

- Communication
- Teamwork
- Problem-Solving
- Time Management
- Motivation
- Burnout; Imposter Syndrome; Alert Fatigue
- Security Controls
  - 5 Topics | 1 Quiz
- Networking 101
  - 6 Topics | 1 Quiz
- Management Principles
  - 4 Topics | 1 Quiz

**PHISHING ANALYSIS DOMAIN**

- PA1) Introduction to Emails and Phishing
  - 7 Topics | 1 Quiz
- PA2) Types of Phishing Emails
  - 10 Topics | 2 Quizzes
- PA3) Tactics and Techniques Used
  - 12 Topics | 2 Quizzes
- PA4) Investigating a Phishing Email
  - 8 Topics | 2 Quizzes
- PA5) Analysing URLs, Attachments, and Artifacts
  - 8 Topics | 1 Quiz
- PA6) Taking Defensive Actions
  - 12 Topics | 1 Quiz
- PA7) Report Writing
  - 7 Topics | 1 Quiz
- PA8) Phishing Response Challenge
  - 3 Topics | 1 Quiz

**THREAT INTELLIGENCE DOMAIN**

- TI1) Introduction to Threat Intelligence
  - 7 Topics
- TI2) Threat Actors & APTs
  - 6 Topics | 2 Quizzes
- TI3) Operational Threat Intelligence
  - 7 Topics | 1 Quiz
- TI4) Tactical Threat Intelligence
  - 7 Topics | 2 Quizzes
- TI5) Strategic Threat Intelligence
  - 5 Topics | 1 Quiz
- TI6) Malware and Global Campaigns
  - 6 Topics | 1 Quiz

**DIGITAL FORENSICS DOMAIN**

- DF1) Introduction to Digital Forensics
  - 5 Topics

# Time Management

Blue Team Level 1 Certification (Standard) &gt; Soft Skills &gt; Time Management

**COMPLETE**

In most blue team roles, there's always work to be done. Conducting investigations, responding to events and incidents, developing new defenses, building tools, undergoing training, the list goes on. Having a high level of time management skills will help you to keep on top of a high workload, so that you don't create more work for anyone else, and ensure you can give all tasks the appropriate amount of time and care.

Time management is your ability to prioritize tasks and meet deadlines, which requires good organization. In industry, it is common for teams to utilize platforms such as Microsoft Outlook Calendar, Microsoft Teams, and other cloud providers. Having a shared calendar between a team is a great way to visually see when team members are busy so that they don't get interrupted.

If you're taking on a big project, try splitting it up into smaller manageable steps. Crossing small steps off a list will help keep you focused and motivated, working to prevent burnout and boredom.

## DEVELOPMENT

There are some simple ways to improve your time management skills, helping you to manage your time more effectively. We've included some suggestions below.

- Use a time management app – app stores on mobile phones offer lots of time management apps, so why not try one? Get used to writing lists of tasks, and working to complete them before deadlines. Getting into this habit will definitely help you at work!
- Write lists of things you need to do the next day before you go to bed – this sounds really simple, but trust us, it works! Write a list of things you need to get done, with the most important first. Wake up in the morning, grab some breakfast, and start working through your list, crossing items off once you've done them.
- Use a calendar to record important dates, meeting times, and when you're busy – this will help keep you on track, and ensure that you don't miss any important events.
- Consider using time management tools – such as [Trello](#) and [Trello](#) for to-do lists, and tools like [Trello](#) for time

DF2) Forensics Fundamentals

10 Topics | 5 Quizzes

DF3) Digital Evidence Collection

8 Topics | 1 Quiz

DF4) Windows Investigations

3 Topics | 3 Quizzes

DF5) Linux Investigations

4 Topics | 2 Quizzes

DF6) Volatility

3 Topics | 1 Quiz

DF7) Autopsy

4 Topics | 1 Quiz

Completed: Using time management tools – you can use tools like Trello or Asana for tracking.

- Listen to this podcast, titled “Productivity 101” – this covers some great time management concepts and tools! <https://www.relay.fm/cortex/101>
- Read this blog post – on time management in cybersecurity <https://medium.com/falcongaze/time-management-in-cyber-security-17b3251dd6ec>

[Previous Topic](#)

[Back to Lesson](#)

[Next Topic](#)

[Privacy & Cookies Policy](#)

