

Time Management

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Mastering Time Management for Greater Productivity

This course provides practical strategies to help you take full control of your time and increase your productivity. You will learn how to prioritise tasks, manage deadlines, and minimise distractions that slow you down. With techniques for effective planning, goal setting, and maintaining focus, you will be able to work more efficiently and reduce stress. Ideal for professionals seeking to balance workloads and achieve their goals without feeling overwhelmed.

Take control of your time, achieve more every day

Discover how mastering time management can transform your daily routine. This course teaches you how to organise your tasks, prioritise effectively, and maintain focus, so you can accomplish more with less stress. Build habits that help you stay on track and make the most of every minute.

What You Will Learn

- How to prioritise tasks based on urgency and importance
- Techniques for creating effective daily and weekly plans
- Strategies to avoid procrastination and manage distractions
- Goal-setting methods to stay focused and motivated
- Time-saving tips to increase productivity
- Ways to balance workload and reduce stress
- Tools to monitor progress and adjust your schedule as needed

Want to get more done in less time?

- Prioritise tasks effectively
- Plan your day and week with purpose
- Avoid distractions and procrastination
- Set clear, achievable goals
- Boost focus and productivity
- Create a balanced, stress-free routine

^ Overview

Time management is essential for individuals who want to make the most of their time, achieve their goals, and maintain a balanced and fulfilling life in an online course. It empowers individuals with strategies to prioritise tasks, manage commitments, and create a more efficient and productive lifestyle.

^ Description

Unlock your full potential with Mastering Time Management for Greater Productivity. This practical and engaging course is designed to help professionals, students, and entrepreneurs take control of their time and dramatically improve their productivity. Through proven strategies, tools, and mindset shifts, you'll learn how to prioritize tasks, eliminate distractions, set achievable goals, and build routines that support focus and efficiency. Whether you're struggling with procrastination or simply want to optimize your day, this course will equip you with the skills to manage your time effectively and achieve more with less stress.

Course Content

^ Unit 1: Time-wasting factor

- Time Thief 1 – Communication
- Time Thief 2 – Decision-making
- Time Thief 3 – Planning
- Time Thief 4 – Too many bosses
- Time Thief 5 – People
- Time Thief 6 – Delegation
- Elements we can/cannot control

^ Unit 2: Circles of concern and influence

- Circle of concern
- Circle of influence

^ Unit 3: Time management control factors

- Attitude
- Changing our thinking about time

^ Unit 4: Power of thoughts

- Self-awareness
- Values
- Life vision
- Goal setting

^ Unit 5: The power of focus

- Multitasking
- Modern technology is changing the way our brain works
- How to stay focused and look after your brain
- My App Store

^ Unit 6: Power Skills

- Prioritisation
- Proactive planning
- Beat procrastination
- Decision-making
- Assertiveness
- Delegation

^ Accreditation

- Non-accredited: Short course only
- Duration: 02h 40m
- Delivery: Classroom/Online/Blended
- Access Period: 12 Months

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