

## Prioritizing Your Time Effectively

### Overview

---

Time is limited, so getting the most out of every minute is critical. In this course, students will learn to improve their focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of their time. Students will acquire time management tools and decision-making techniques to help focus on purpose and achieve your goals, balancing the needs of both business and personal life. This course may earn a Credly Badge.

### Target Audience

---

Professionals wishing to maximize their productivity and efficiency by investing their time more effectively.

### Course Objectives

---

Time Management  
Prioritization  
Organization  
Workflow  
Productivity

### Course Outline

---

#### 1 - Wise Time Management

Identifying Time Wasters  
Applying the 80/20 Rule  
Utilizing Calendars  
Creating Rituals

#### 2 - Prioritizing Your Time

Taking Charge of Your Time  
Protecting Your Time through Assertiveness

#### 3 - Planning Wisely

Managing the Power of Your Productivity Journal  
Finding Hidden Time  
Chunking, Blocking, and Tackling

#### **4 - Organizing Your Workspace**

Decluttering  
Managing Workflow  
Taking Control over Email

#### **5 - Tackling Procrastination**

Knowing Why You Procrastinate  
Nine Ways to Avoid Procrastination

#### **6 - Crisis Management**

Weathering the Storm  
Creating and Executing a Plan  
Applying Lessons Learned

#### **7 - Increase Your Productivity**

Applying Productivity Tools  
Finding What Works  
Eliminating the Word "Should"  
Building on Success

---