Mastering Time Management
4.5 PMI PDUs | 4.5 IIBA CDUs

Format: Live Instructor-Led Online through Zoom
Duration: 4.5 hours

Technology and Attendance Requirements: Computer with a browser, Zoom, a microphone and speaker. For this workshop, camera should be on if possible and you must be actively participating.

One of the biggest issues we face in our day-to-day work is managing our time wisely. Time management leads to increased productivity, goals being met, and improved work-life balance. From effective task prioritization to organization, "Mastering Time Management" empowers you to optimize productivity and reclaim control of your time.

This experiential course covers simple techniques and tools you can use to effectively manage your time. You will learn how to avoid distractions, prioritize your tasks, utilize task management tools, and create development goals to improve your time management skills.

Learning Outcomes:

During this course you will learn how to:
- Recognize and overcome common procrastination triggers
- Categorize and prioritize different tasks
- Utilize task management tools
- Apply stress reduction techniques for improved well-being
- Develop a personal action plan

Content:

- You will identify common triggers for procrastination and develop strategies to avoid them.
- You will learn different time management styles and determine your preferred approach.
- You will explore using different task management tools.
- You will apply a prioritization method to your current task list.
- You will set goals to develop your time management skills beyond this course.
- You will create a personal action plan to implement the strategies you learn in this course to your own work.