



Managing Time Effectively

Learning summary	Learners will become empowered to take control of their own time management behaviours and explore the benefits of learning how to prioritise tasks, execute short-burst focus periods and avoid procrastination.
Learning aims	This course aims to provide learners with multiple time management tools to help them prioritise and complete tasks in a timely manner, resulting in a positive impact on their wellbeing.
Learning objectives	Learners will be able to: • Describe the benefits of effective time management for individuals and organisations • Critically discuss different methods for maintaining time management habits and behaviours • Develop an individual plan for how to manage time more effectively and avoid procrastination



Applicable audiences	This learning is suitable for all learners				
Pre-requisites	There are no pre-requisites required for this learning				
Delivery method	This learning is delivered by a virtual classroom				
Duration	This learning will take 1 hour 30 minutes to complete				
Materials and resources required	Learners should have access to a computer with an internet connection and Microsoft Teams				
Refresher	This learning should be completed as required				
Minimum learners required	4	Maximum learners required	14	CPD points	N/A