

# Time Management & Productivity

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

11

**Accredited by**

CPD

**Pre-requisites**

No prior experience needed

**Video duration**

40m

**Estimated study time**

4h

**Instructor**

Dan Gorgone

## Foundations of Time Management

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1

### Introduction to Time Management

Learn the importance of time management in various work environments and discover the benefits of effectively managing your time for both personal and professional success.

2

### Setting Goals and Priorities

Understand the different types of goals and learn how to set effective, SMART goals while prioritizing tasks using the Eisenhower Matrix to boost productivity in any work environment.

## Strategies for Improved Productivity

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3

### Time Management Strategies

Discover a variety of effective time management strategies, such as time-blocking, the Pomodoro Technique, the 2-Minute Rule, and the 80/20 Rule, to optimize productivity and make the most of your time in any work environment.

4

### Identifying and Eliminating Time Wasters

Identify common time wasters in various work settings and learn practical ways to overcome them, such as managing digital distractions, reducing procrastination, and creating a focused work environment.

## Delegation, Communication, and Collaboration

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### Effective Delegation

Learn the importance of delegation and master strategies for efficient delegation, such as choosing the right person, communicating tasks clearly, and setting expectations to boost productivity and optimize time management.

- 6 The Art of Saying "No"**  
Learn the importance of evaluating requests and master the art of saying "no" when necessary by employing clear communication and various techniques to gracefully decline tasks while preserving productivity and relationships.
- 7 Organization and Workspace Efficiency**  
Learn how to create an organized work environment—both physically and digitally—that supports productivity through maintaining clutter-free workspaces, streamlining workflow, and utilizing productivity tools tailored to various work situations.
- 8 Time Management for Meetings**  
Enhance meeting productivity through efficient scheduling, clear agendas, and best practices for both in-person and virtual meetings, while continuously refining meeting processes.

## Personal Growth and Work-Life Balance

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- 9 Work-Life Balance and Personal Time Management**  
Achieve a healthy work-life balance and manage personal time effectively by avoiding overcommitment, scheduling personal time, establishing clear work and personal boundaries, and engaging in purposeful relaxation activities.
- 10 Communication Management Across Platforms**  
Learn to boost your efficiency by managing messages, adopting concise communication, and choosing the right method for different situations across email, chat, and project management platforms.
- 11 Building Habits and Continuous Improvement**  
Learn how to build and maintain effective time management habits, embrace a continuous improvement mindset, celebrate successes, and seek lifelong learning for long-lasting productivity gains.

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