

## COURSE TITLE

Time Management For Busy Professionals

## LEARNING OBJECTIVES

After completing the course, learners will be able to:

1. Define Time Management and its benefits
2. Identify Time Wasters and Priorities
3. Write SMART Goals to boost productivity and motivation
4. Apply time blocking and scheduling techniques to enhance productivity
5. Analyze signs of poor work-life balance
6. Apply strategies to maintain a healthy work-life balance in your own career.

## COURSE OUTLINE

Course Opening		
Slide Title	Topics	Description
Time Management for Busy Professionals	<ul style="list-style-type: none"><li>• Course preview summary</li></ul>	<ul style="list-style-type: none"><li>• Title is written over a graphic of a calendar on a desk</li></ul>
Course Outline	<ul style="list-style-type: none"><li>• Introduction, Time Management Strategies, Conclusion</li></ul>	<ul style="list-style-type: none"><li>• Outline of all topics listed</li></ul>

Quiz	<ul style="list-style-type: none"><li>• Take Quiz on time management</li></ul>	<ul style="list-style-type: none"><li>• Complete a multiple choice quiz on all the topics from the course outline.</li></ul>
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Section 1		
Slide Title	Topics	Description
Introduction	<ul style="list-style-type: none"><li>• What is time management?</li><li>• Why is it important?</li><li>• What are the benefits of mastering time management?</li></ul>	<ul style="list-style-type: none"><li>• Lesson 1 includes an image of a clock at the top and as the learner scrolls down the</li></ul>

Section 2		
Slide Title	Topics	Description
Identifying Time Wasters and Priorities	<ul style="list-style-type: none"><li>• Understanding Time Wasters</li><li>• The Importance of Prioritization</li><li>• Setting Priorities and Taking Action</li><li>• Strategies to Minimize Time Wasters</li><li>• Creating a prioritization plan</li></ul>	Lesson 2 includes drag and drop matching activity, interactive flashcards, knowledge check multiple choice, an Eisenhower Matrix sort, and a guide to build their own prioritization plan

### Section 3

Slide Title	Topics	Description
Setting SMART Goals	<ul style="list-style-type: none"><li>• What are SMART Goals</li><li>• Why use SMART Goals</li><li>• How to set SMART Goals</li><li>• Examples of SMART Goals</li><li>• Action plan to write your own SMART Goals</li></ul>	<ul style="list-style-type: none"><li>• This lesson includes interactive SMART Goal step cards, a scenario multiple choice and a guide on how to write your own SMART Goals</li></ul>

### Section 4

Slide Title	Topics	Description
Time Blocking and Scheduling	<ul style="list-style-type: none"><li>• What is time blocking?</li><li>• Benefits of time blocking</li><li>• How to use time blocking effectivity</li><li>• Scheduling your day</li><li>• Overcoming challenges with time blocking</li><li>• Action plan to create your own time blocking schedule</li></ul>	<ul style="list-style-type: none"><li>• Learners will interact with a card interactions with the steps for time blocking, a drop down menu and a guide to create their own time blocking schedule</li></ul>

## Section 5

Slide Title	Topics	Description
Maintaining a Healthy Work-Life Balance	<ul style="list-style-type: none"><li>• What is Work-Life Balance</li><li>• Why is Work-Life Balance Important?</li><li>• Strategies for maintaining Work-Life Balance</li><li>• Recognizing Signs of Imbalance</li><li>• Action Plan to create your own Work-Life balance strategy</li></ul>	<ul style="list-style-type: none"><li>• In this lesson learners will interact with a drop down menu, flashcard flip, scenario question, and guide to write their own work-life balance plan.</li></ul>

## Section 6

Slide Title	Topics	Description
Summary	<ul style="list-style-type: none"><li>• All topics outlined in the course are covered</li></ul>	<ul style="list-style-type: none"><li>• Learners will read each summary of the topics covered in this course and can check them off as they go</li></ul>

Section 7		
Slide Title	Topics	Description
Quiz	<ul style="list-style-type: none"><li>• Multiple choice questions to check for knowledge gain about all the different topics covered in this course about time management</li></ul>	<ul style="list-style-type: none"><li>• Users can select all the choices, click submit and receive immediate feedback on how they did.</li></ul>