

TIME MANAGEMENT LEARNING MODULE

Module	Topic	Content	Treatment	Duration (min)
Introduction	Course Objectives	By the end of the course you will be able to: Manage your time and get more productivity into your days.	Title (with trigger to pulse) Objective in static text Start Course Button	2 min
PreAssessment	Assess learners' preconceived ideas about aspects of time management and productivity	Each aspect of time management is listed. The learner must rate how helpful it is to time management or productivity.	Likert Scale 1-5 score above each choice Submit Button Feedback provided	2 min
Overview	Why is time management important?	Reasons time management and productivity can benefit you.	Title (with trigger to pulse) Static body text Photo of Goal Setting Back and Next Buttons	1 min
Tip 1	Smart Goals	Defining specific goals can help with your productivity.	Title (with trigger to pulse) Static body text Photo of Storyline Character Back and Next Buttons	1 min
Tip 2	Prioritize Tasks	Which techniques can help you	Title (with trigger to pulse)	1 min

		prioritize tasks? How should you prioritize?	Static body text Photo of Clock Back and Next Buttons	
Tip 3	Time Blocking	Allocate blocks of focused time for each task.	Title (with trigger to pulse) Static body text Photo of Clock Back and Next Buttons	1 min
Tip 4	Limit Multitasking	Multitasking can actually reduce productivity and increase errors.	Title (with trigger to pulse) Static body text Photo of Storyline Character Back and Next Buttons	1 min
Tip 5	Use Tools and Technology	Utilize suggested tools to track and streamline workflow.	Title (with trigger to pulse) Static body text Photo of Laptop Back and Next Buttons	1 min
Tip 6	Use Breaks to Avoid Procrastination	Break tasks into smaller manageable steps and work in short breaks between tasks.	Title (with trigger to pulse) Static body text Photo of Storyline Character Back and Next Buttons	1 min

Assessment	Re-assess learners' ideas about aspects of time management and productivity.	Each aspect of time management is listed. The learner must rate how helpful it is to time management or productivity.	Likert Scale 1-5 score above each choice Submit Button Feedback provided	2 min
Reflection	What will you apply from this module?	What is one aspect of this training that would benefit you most?	Prompt Textbox for learner input	2 min
Module Completion	Congratulations!	Your training has been logged and will receive a confirmation email shortly.	Static Text (with trigger to grow) Exit Button	1 min
				Total Time: *16 mins *estimated/self-paced