Design Document

Business Purpose	Good time management can help individuals to be more focused and productive, which in turn can lead to less stress and a greater sense of satisfaction with a person's work and life. This course focuses on five simple, popular techniques that anyone can use to help them manage their time better.
Target Audience	Any learner who struggles with time management
Training Time	20-25 minutes
Training Recommendation	 1 eLearning course in Articulate Rise Final evaluation Since course is general and applies to people in a variety of situations and roles, self-paced eLearning would be easiest to implement
Deliverables	Articulate Rise eLearning course
Learning Objectives	 Identify 5 time management techniques Differentiate between critical, important, and low priority tasks Organize tasks by how long it takes to complete them
Training Outline	Introduction to course -The Pomodoro Technique -The ABC Method Flashcards to learn about task priorities -The Time Blocking Method Sample daily schedule -The Single Tasking Method Scenario to practice single tasking -The 5-minute Rule Drag and drop to practice identifying length of time common tasks take Assessment 5 questions Summary
Assessment Plan	Learners will be given a final assessment of 5 questions and must score an 80% in order to pass the course.