

Design Document

<i>Business Purpose</i>	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.
<i>Target Audience</i>	Any learner who struggles with time management
<i>Training Time</i>	20-25 minutes
<i>Training Recommendation</i>	• 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
<i>Deliverables</i>	Articulate Rise eLearning course
<i>Learning Objectives</i>	1. Identify 5 time management techniques 2. Differentiate between critical, important, and low priority tasks 3. Organize tasks by how long it takes to complete them
<i>Training Outline</i>	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
<i>Assessment Plan</i>	Learners will be given a final assessment of 5 questions and must score an 80% in order to pass the course.