Document Generated: 12/18/2025

Learning Style: On Demand

Technology:

Difficulty: Beginner

Course Duration: 3 Hours

Time Management Skills

About this Course:

This course covers the basics of time management skills. Students will learn about identifying goals, effective energy distribution and working with your personal style. You will also learn about building your toolbox and establishing your action plan.

Course Outline:

This Course Includes:

- Course Introduction
- Lesson 01: Identifying Goals
- Lesson 02: Effective Energy Distribution
- Lesson 03: Working with Your Personal Style
- Lesson 04: Building Your Toolbox
- Lesson 05: Establishing Your Action Plan
- Course Closure