

EMPLOYABILITY SKILLS

TIME MANAGEMENT

Take Control of Your Productivity

Conquering to-do lists and staying on top of demands can sometimes feel virtually impossible in today's fast-paced world. The right tools and strategies make it possible to take control of your time and increase productivity. From prioritizing tasks to developing a cohesive time management plan, the CareerSafe Time Management course provides the foundational skills, tools, and strategies needed to manage tasks and calendars effectively and efficiently.

**Best-in-Class** US-based Customer Care**+4.1 Million** Trained and Counting**Aligns** with Employability Skills Framework

"I trained alongside my friends and classmates and developed better communication, problem solving, listening, critical thinking, and leadership skills because of it. The method in which I was taught was through interactive lessons that were simple but effective."



Optimized Learning



Study Guides



Real-World Scenarios

Benefits and Features

- Contains **interactive content and real-world scenarios** to keep courses engaging and give students the opportunity to practice the skills they learn.
- Includes **teacher tools and resources** that make it easy to distribute courses, plan lessons, and manage students.
- Provides resources and techniques for building **essential skills and strategies** applicable in all professional fields.

**1 Hour 15 Mins** Seat Time**Part of our Employability Skills Training Library of courses!**

TOPICS AND LEARNING OBJECTIVES

Importance of Time Management (~13 minutes)

- Describe the meaning of time management.
- Compare time techniques, tools, and strategies.
- Recognize the personal, social, and professional benefits of time management.
- Identify when there is a need for managing time.
- Describe the common causes of procrastination.

Components of a Successful Time Management Plan (~32 minutes)

- Recognize that a good time management plan is purposeful, sustainable, and includes accountability.
- List the strengths and weaknesses of individual tools in the time management toolbox.
- Determine the appropriate time management tool or strategy for a situation.
- Utilize strategies for prioritizing tasks.
- Identify activities that are time sinks.
- Explain the benefits of organization as a tool for saving time.

Creating a Time Management Plan (~29 minutes)

- Describe the steps of developing a personalized time management plan.
- Recognize self-assessment tools to personalize a time management plan.
- Evaluate how time choices align with priorities.
- Engage in and model the development of a time management plan.



*Learn more about the CareerSafe Employability Skills
Time Management course »*

