

Time Management - Productivity



Title	Duration (minutes)	Author	Course Description
• Time Management Tips	8	Absorb	In this microlearning module we'll look at some key time management tips to give you more control over your time. Are you often late? Do you always have too much to do? We all can feel like that, but if you learn to better manage your relationship with time, these problems can be solved.
• Identifying Your Daily Priorities	5	Absorb	This microlearning module looks at how to identify your daily priorities to help you become more productive. In today's world there's so much information coming your way and so many things to do that it's easy to get derailed, but if you use the key techniques explored in this module you can identify your real priorities and get more of the important stuff done.
• SMART Goal Setting (UK) v2	8	Absorb	Setting goals is a lot like pulling up a map and selecting your destination. In order to get to your destination, you'll need to have goals along the way. Here we show you how you can you write effective goals using a new modern take on the classic SMART formula. (UK version)
• SMART Goal Setting (US) v2	8	Absorb	Setting goals is a lot like pulling up a map and selecting your destination. In order to get to your destination, you'll need to have goals along the way. Here we show you how you can you write effective goals using a new modern take on the classic SMART formula. (US version)
• Delegation Made Easy	5	Absorb	In this microlearning module we'll look at how to delegate with ease. Delegation can feel scary, but it's a vital part of being a great leader. We'll explore a process for perfect delegation, starting with selecting the right tasks through to supporting and giving feedback to your team.
• Learning Minute: Leadership - Employee Empowerment vs Delegation	4	Absorb	Take a minute to find out how you can change the way you delegate tasks to empower your employees.
• Productivity Tips	7	Absorb	If you're here it means you've taken a huge step to becoming more productive. This course covers some key tips and techniques you can use on a daily basis to become more productive.