

Time Management - Productivity



Title	Duration (minutes)	Author	Course Description
<ul style="list-style-type: none"> Do More in Less Time 	20	ISEAZY SKILLS	In this, you'll learn the keys to improve and boost your productivity when carrying out everyday tasks and how to put an end to endless lists of tasks that need to be done in less time.
<ul style="list-style-type: none"> The art of saying no without apologising to protect your time 	20	ISEAZY SKILLS	In this, you'll learn the essentials to learn how to say no without guilt or regret, prioritising your work and your time when necessary.
<ul style="list-style-type: none"> Time Management 	15	The Access Group	Time management is a vital skill to ensure personal success. This course will provide learners with different ways of improving their own time management ability
<ul style="list-style-type: none"> Dopamine Fasting: Hack Your Mind to Be Happier and More Productive 	20	ISEAZY SKILLS	In this, you'll learn the keys to reduce dopamine levels, thus reducing distraction levels and allowing small pleasures to be valued and enjoyed.
<ul style="list-style-type: none"> Mind Maps: the Ultimate Tool to Tap Into Your Creativity and Productivity 	20	ISEAZY SKILLS	In this, you'll learn the keys to effectively organise your ideas by creating and using mind maps, transforming the way you think and work.
<ul style="list-style-type: none"> Personal Productivity 	15	The Access Group	Productivity is essential to the success and smooth running of any business. It revolves around the ability of an individual, a team or a department to work efficiently to meet organisational objectives. This course explores the most effective ways to increase workplace productivity, ensuring tasks are completed in a timely manner, without compromise on quality.
<ul style="list-style-type: none"> Pomodoro Technique to Improve Your Productivity 	70	ISEAZY SKILLS	In this course, you'll learn the keys to apply this technique to improve and enhance your skills and abilities in your work environment and therefore be better able to manage the different kinds of information you receive on a daily basis, prioritise your tasks and be the one in charge of your time during your working day.
<ul style="list-style-type: none"> Say goodbye to procrastination and stress. And hello to efficiency and productivity 	20	ISEAZY SKILLS	In this, you'll learn the essentials to learn how to identify procrastination habits and how to avoid them in order to take care of your stress levels and improve productivity and efficiency.
<ul style="list-style-type: none"> Six Steps to Leading Productive Meetings (Micro-Course) 	12	VinciWorks	In this short course, business psychologist Sarah Lewis shows how to lead meetings in a way that boosts creativity, encourages collaboration and achieves positive outcomes for everyone.
<ul style="list-style-type: none"> The Power of Order: From Disorganisation to Productivity 	20	ISEAZY SKILLS	In this, you'll learn the essentials to implement this technique in order to be an organised person in your work environment. The guidelines are applicable to your workspace whether at the office or at home, and to whatever electronic device you use (e.g. mobile phone, tablet, PC or laptop).