

Time Management - Productivity

Title	Duration (minutes)	Author	Course Description
<ul style="list-style-type: none"> • ABCDEFG – Planning and Time Management 	35	7 Dimensions	Welcome to a course that will help you plan and manage time better. To deal with stress you need to recognize it and then practice strategies to reduce or manage it. In this course psychologist Eve Ash explains that we need to change our internal scripts, and she shares her ABCDEFG formula and strategies for regaining control and reducing stress.
<ul style="list-style-type: none"> • Stop 4 Time Wasters 	15	7 Dimensions	Stop 4 Time Wasters is a useful course for anyone feeling stressed and overloaded and wanting to use their time more effectively. Find out whether you are a procrastinator, an equalizer, a meeting zombie, and/or a socializer. Discover your own individual poor habits, because then you can start to fix them.
<ul style="list-style-type: none"> • Time Management 	12	Channel 1 Creative Media	The great thing about time is that everyone starts on the same footing. We are all handed the same amount, no matter whom we are. And how we manage that time, at the end of the day, is entirely up to us. However, how we invest the time we are given today can make a huge impact on the quality of the 24 hour slabs we receive tomorrow and beyond. This Time Management course will provide your staff with easy to follow tips and techniques for managing their time effectively.
<ul style="list-style-type: none"> • Skills for Managers: Delegate and Empower 	40	7 Dimensions	Skills for Managers: Delegate and Empower" helps managers master delegation and empowerment. Psychologists Peter Quarry and Eve Ash discuss how to delegate effectively, develop skills, and empower your team. You'll learn to address challenges like different learning styles and encourage initiative.
<ul style="list-style-type: none"> • 4 Essential Skills: Planning, Organizing, Prioritizing and Completing 	50	7 Dimensions	Planning, organizing and prioritizing are all geared to the final stage of completing the tasks – getting them done. Completion requires perseverance but, with self-awareness and basic strategies, everyone can learn to finish what they start. In this course psychologists Peter Quarry and Eve Ash explain these essential skills, and you will learn ways to improve them.
<ul style="list-style-type: none"> • Work from Home Productively 	15	7 Dimensions	Work from Home Productively" offers tips for effective remote work, covering productivity strategies, goal-setting, and the importance of setting boundaries and taking breaks. Behavioral expert Peter Quarry shares how to set up a productive home office and stay on track.