

# Time Management - Productivity



Title	Duration (minutes)	Author	Course Description
• Common Time Management Problems: 01. Procrastination	6	HSI-ej4	Take a look at your to-do list. Is there anything on the list that you've been avoiding for one reason or another? If you're like most people, you probably procrastinate occasionally. But how do you recognize that you're procrastinating? And what can you do to get yourself back on track? Let's find out.
• Common Time Management Problems: 02. Precrastination	4	HSI-ej4	Any time the topic of Time Management comes up, you'll probably hear the saying "Why put off tomorrow what you can do today?", right? Or how about this one: "Procrastination is the thief of time"? We all know that procrastination is a time management red flag. So, rather than put off your tasks, you should do them sooner rather than later, right? Well, maybe not.
• Effective Time Management: Bullet Journaling Basics	5	HSI-ej4	Do you prefer a physical planner or calendar to a digital one? Well, bullet journaling, which is usually done in a physical notebook, allows you to customize every element of your planning to suit your needs and manage your time better. Using this approach may take some getting used to, but for anyone feeling like simple to-do lists and weekly planners aren't cutting it anymore, bullet journaling could be the answer. In this course, we'll talk about how to create, customize, and use a bullet journal.
• Effective Time Management: Iceberg Method Basics	4	HSI-ej4	Do you ever find yourself unable to get anything done, due to feeling so overwhelmed with work? Whether you work in a creative or analytical field, you probably spend much of your day sifting through huge amounts of information. The iceberg method will help you to quickly store and access important information when it's needed. In this course, we'll talk about where this method originated from, and how it works to help you organize information.
• Effective Time Management: The Four D's of Time Management	5	HSI-ej4	Do you find yourself running out of time every day? Do you go through to-do lists, and try weekly planners without ever feeling like they make a difference? Managing your time doesn't need to be a painful process. The simple, effective solution is the four D's of time management. In this course, we'll cover what the D's are, and how to put them to work for you.
• Effective Time Management: The Pomodoro Technique	4	HSI-ej4	The Pomodoro Technique is one of the most popular time management techniques, probably because it's so easy to use. Not only does it help you get things done more efficiently, it can also improve your understanding of how long each task will take. Essentially, the Pomodoro Technique helps you plan for your day realistically, without taking on too much. In this course, we'll talk about who can benefit from this technique, and how to put it to use.
• Effective Time Management: Time Blocking and Focus Time	5	HSI-ej4	Our time is valuable, yet we spend so much of it trying to do TEN things at once, leaving us too busy to actually focus and get through the work. Making time in your day for the things you need to get done is something you have to deliberately put into action, and time blocking is a good way to do it. In this course, we'll talk about the steps to put time blocking into action. We'll also discuss how to make the most of your time blocks using focus time.
• Effective Time Management: Workday Planning Techniques	5	HSI-ej4	Do you ever feel like there's never enough time in the day? Well, planning your workday properly can make time work FOR you, not the other way around. Whether you're working from home or in an office, there's a lot to learn about managing your time effectively. In this course, we'll discuss some planning techniques that will help you prioritize your time. We'll discuss block scheduling, traffic light prioritizing, and power hour checklists. We'll also talk about how and when to schedule breaks.
• Successful Delegation	6	HSI-ej4	Successful delegation at work gives you more time to focus on other tasks. It also helps you grow and develop your direct reports by sharing opportunities with them. The more successful they are, the more successful you are. In this course, we'll talk about why delegation is difficult for some, go over creating a process for passing off work to others, and explain how to use that process to delegate effectively.
• Prioritization Techniques	5	HSI-ej4	Time management is a must-have skill for many employees. You have your assigned tasks, and you have to get them done on time. Sometimes that's easier said than done when you're overloaded with responsibilities. So in this course, we'll take it one step further and discuss the importance of prioritizing your tasks. We'll go over five things to consider when determining a task's importance within your personal timeline. We'll discuss setting deadlines, staying organized, dealing with distractions, and multitasking.