

Time Management - Productivity

Title	Duration (minutes)	Author	Course Description
<ul style="list-style-type: none"> Productivity and Time Management 	30	Litmos	This course will explain how to plan and prioritize tasks, so that we can make the most of the limited time we have. By using the time-management techniques in this course, you can improve your ability to function more effectively – even when time is tight and pressures are high. So, by the end of the course you will have the knowledge, skills and confidence to be an effective manager of your time.
<ul style="list-style-type: none"> Productivity: Time Blocking & Time Batching 	8	Real Projects	In this course, we explore two time management techniques that can help you to manage your time productively. To begin with, we explore time blocking, a technique used to allocate short or long blocks of time to complete certain tasks. Then we focus on time batching, a technique to organise similar tasks that we can group together. After this, we explore tools that help maximise our use of these techniques and unpack ways to combine both of these time management techniques effectively.
<ul style="list-style-type: none"> Mistakes to Avoid When Managing Your Time 	32	Madecraft	In this course, time management expert Brittany Hayles shares the common pitfalls that are made when attempting to manage your time, and provides solutions to overcome them. Brittany first demystifies what time management truly is, as well as clarifying several misconceptions. She then reviews the mistakes that are commonly made when building and managing your schedule. Finally, Brittany shares her secrets to better time management by giving yourself time. You'll finish this course feeling prepared to avoid these common mistakes and use strategies to better your time management.
<ul style="list-style-type: none"> How to Start Every Day with Productivity 	26	Madecraft	In this course, Ali Schiller, performance management coach and entrepreneur, will unlock the secrets to starting each day with a productivity mindset. Perhaps you have a long to-do list that needs to get cleared, or you are managing multiple projects for competing stakeholders; maximize your daily efficiency and conquer your goals with these actionable strategies.
<ul style="list-style-type: none"> 10 Minutes to Better Prioritization 	16	Madecraft	Get ready for some real changes in the way you tackle your day. First, you will discover proven techniques that streamline your day, ensuring that every minute contributes significantly to your goal achievement. Next, you will learn to discern between urgent and important tasks, constructing a roadmap that aligns seamlessly with your objectives. Finally, you will be able to harness time management strategies tailored to your unique needs, reclaiming control over your schedule while maximizing efficiency.

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<ul style="list-style-type: none"> How to Stop Overcommitting 	28	Madecraft	At times in your career, you may feel a desire to help out other team members with tasks or take on additional responsibilities to help the team reach a goal. While this is helpful at times, it can lead to you being overcommitted. In this course, Rachel Staples Guettler offers practical techniques to break the cycle of overcommitment. After this course, you'll be able to ensure your time is effectively managed, your priorities are in sync, and you maintain a healthy work-life balance.
<ul style="list-style-type: none"> A Productivity Expert's Guide to Overcoming Procrastination 	14	Madecraft	This course, taught by Mike Vardy, a productivity strategist and time management specialist, will provide you with tips, tricks, and techniques you need to overcome your tendency to put things off until later. When you procrastinate, your brain is in survival mode you'll learn how to identify the moment your mind gets on that train, and how to quickly disembark. Mike will give you the skills needed to recognize the obstacles holding you back from completing tasks. He'll focus on the importance of to-do lists, and how to whittle down your day for you to be your best, most productive self. You'll finish this course with a toolbox designed not only to prevent procrastination, but also to work with it after it has taken root.
<ul style="list-style-type: none"> Under Control: How to Get (and Stay) on Top of Your Inbox 	25	Madecraft	Mike Vardy, a productivity strategist and time management specialist, will explain how to respond to emails proactively instead of reactively. Mike shares how you can implement a system to manage your inbox, and provides his tips to keep bad habits out of your email workflow. Mike will also provide you with three simple approaches of how to respond to emails, and timing strategies you can use to optimize your email response output. Upon completion of this course, you'll be equipped with the resources needed to stay on top of your inbox, once and for all.
<ul style="list-style-type: none"> Practical Strategies to Boost Productivity and Avoid Burnout 	20	Madecraft	This course will guide you through understanding your 'why', using practical tools for maintaining productivity without burning out, and setting up effective support systems. Additionally, you'll explore how to manage technology to your advantage and create a nurturing 'third place' for rejuvenation. By the end, you'll have mastered the skills to achieve your goals with a healthy balance, ensuring a fulfilling journey towards success.
<ul style="list-style-type: none"> Staying Organized at Work and While Working Remotely 	33	Madecraft	Being unorganized is a detriment to your productivity. That's why it's important to effectively declutter and sort your desk area and headspace. In this course by business expert Amy Fritz, you'll discover the foundations of how to organize at work to reap both practical and psychological benefits. Amy shares the power of an organized desk area, how to declutter your space and manage paperwork, and how to produce an organized calendar. You'll also learn to create a productive to-do list, take effective breaks, and maintain your organization on a long-term basis to enhance your work life.