

Course	Custom Skills
Length	1- 2 Hours
Audience	Participants will discover skills to manage time, resources and efficiency and apply to goals and project success.
Topics	<p><i>Module 1: Overview</i></p> <ul style="list-style-type: none">◆ Philosophy of time management◆ Understanding ‘busy’ vs. productive◆ Lab: Time management/ Personal schedule Assessment◆ Lab: Weekly Schedule Assessment <p><i>Module 2: Time Management Strategies</i></p> <ul style="list-style-type: none">◆ Time blocking & frequency management◆ Task Prioritization & Task delegation tips◆ Managing distractions and interruptions◆ Making schedules & Goals <p><i>Module 3: Decision Making tools</i></p> <ul style="list-style-type: none">◆ Pareto Principle◆ Decision matrices◆ The best ‘To-Do’ List tips <p><i>Module 4: Building Plans</i></p> <ul style="list-style-type: none">◆ How to organize◆ Effective Goal setting◆ Using Action Buttons <p><i>Module 5: Building effective habits</i></p> <ul style="list-style-type: none">◆ Building self- discipline & routine◆ Managing procrastination