



Time Management: Upgrade Pack

Martin Scott

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This course shows how to achieve more by prioritizing a workload effectively, how to plan ahead and get started, and how to deal with interruptions. Effective time management is the hallmark of the effective manager. use of diaries, planners and organizers, coping with pressure, managing the desk, delegation, managing the boss, and working with others. "Time Management" provides practical advice on how to decide goals, planning them and making them happen. This self-study module features two videos, and a workbook. The workbook guides the student through the videos and supplies background information, exercises and personal action planning. One video highlights case studies and the other is a video drama. The videos use well-known actors to illustrate the key learning points.

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