



Blended & eLearning Solutions

engaging
effective
economical

Managing Time and Multiple Priorities

Self-paced eLearning Course

- Participants take the on-line alternative to the instructor-led course at their own pace and concludes with a quiz to demonstrate comprehension and completion
- 120 minutes

Course Key Topics

- ✓ Managing multiple and conflicting priorities
- ✓ Finding your true top priority
- ✓ Leveraging your time
- ✓ Dealing with tight or impossible deadlines
- ✓ Finishing your to-do list
- ✓ Dealing with overload
- ✓ Avoiding over-commitment
- ✓ Reducing clutter & staying focused
- ✓ Identifying your bad habits and developing new ones
- ✓ Overcoming procrastination
- ✓ Staying motivated
- ✓ Aligning priorities with values
- ✓ Identifying neglected priorities
- ✓ Finding balance in life



Features and Benefits:

- **On-demand availability** works at the convenience of the learner, reduces learning times, and eliminates travel costs
- **Self-paced format** reduces learner stress and increases satisfaction and retention
- **Multimedia & interactivity** includes video, audio narration, learning games, job aids and templates that engage the learner through-out the training
- **Final Quiz** gives the user the opportunity to demonstrate comprehension and ensures completion (available in a report)

available anytime anywhere

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