



Time Management

Avoid Distractions

Course Description

Learn to prioritize projects among the changing and competing demands on your time. You will also gain an understanding of how your current workplace requires you to constantly retool to work strategically instead of working harder. This course will help you to focus on key practices for managing your time effectively. You will learn practical tools that can help you to better align your daily activities to accomplish your goals.

Outcomes:

- What gets in our way?
- Finding our flow
- Ways to shut down distractions
- How to navigate shifting priorities

Course Outline

What gets in our way?

- Multitasking is a myth
- Flow State

Controlling your distractions

- Pomodoro technique
- How to say “no” professionally

How to navigate shifting priorities

- Reactive vs Proactive Time
- Distinguishing urgent vs important
- 2-minute rule

