



# Time Management

## Avoid Distractions

### Course Description

So, you've learned to plan your day by optimizing your schedule. You've blocked your calendar to accurately reflect the time you actually need to complete tasks. You've matched the different types of work you do with your energy peaks and valleys. Yet it is still a challenge to manage your time because the realities of the modern workplace will conspire to distract you. This course will help you maintain focus and stay on track. You will learn practical tools that can help you to better align your daily activities to accomplish your goals.



### 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

### Outcomes

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