



Online Course – k72793

Effective Time Management Collection

Title	Estimated Duration (hrs)
Time Management: Analyzing Your Use of Time	1
Time Management: Planning and Prioritizing Your Time	1
Time Management: Avoiding Time Stealers	1
The Dangers of Multitasking	0,2
Coping with Information Overload	0,1
Prioritizing Personal and Professional Responsibilities	0,1
Planning for Interruptions Helps with Procrastination	0,1
Setting and Managing Priorities	0,25
Coping with Conflicting Priorities	0,25
Setting Goals	0,25
Getting Time under Control	0,25