



TEKNOLOGISK
INSTITUT

Online kursus – k72793

Effective Time Management Collection

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www.teknologisk.dk/k72793

Title	Estimated Duration (hrs)
Coping with Information Overload	0,10
Prioritizing Personal and Professional Responsibilities	0,10
Planning for Interruptions Helps with Procrastination	0,10
Setting and Managing Goals	0,25
Coping with Conflicting Priorities	0,25
Setting Goals	0,25
Getting Time under Control	0,25