

Personal Development

Time Management

This module looks at the sources of time-based problems. Many things can make demands on your time and as those demands build so too will the pressure you're under, therefore it's important to not only manage your time but also to set clear goals and prioritise your workload. This module will provide you with advice and guidance on how to manage your time effectively.

In this Module

Videoscribe explainer video, with professional audio (duration: 03:55)

English Subtitles

4 Expanded learning content blocks in the module format

'Check my understanding'
5 Question knowledge check

Top Tips

1. Identify sources of time problems.
2. Work on solutions to ease the pressure.
3. Set clearly defined and achievable objectives.

