Certificate in Time Management

Overview

Taking a course in Time Management involves understanding how to work efficiently. Whilst taking this certificate, you will take an in-depth look at the different aspects of how we manage our time, how we waste it and how technology can help to regulate how we work.

Modules

1. What is Time Management
2. Time Management Benefits
3. Elements of Time Management
4. Principles of Time Management
5. Time Management Styles
6. Time Management Steps
7. The components of Time Management
8. Tools for Time Management
9. Technology in Time Management
10. Urgent / Important Matrix
11. Action – Priority Matrix
12. Biological clocks in Time Management
13. Avoiding Multitasking
14. Time Management Pitfalls
15. Effective Time Management

On course enrolment

- **167 course pages** in a PowerPoint Slides format that you can easily print
- **Real life examples**
- High quality infographics that help you understand content
- Full Guidance Support
- **Awarding Organisation endorsement and Certificate**

Eligibility requirements

- There **is no previous experience or qualifications required** for enrolment.
- It is available to all students aged 18 or over, of all academic backgrounds.
- **Basic understanding of English** language is required to attend this course.
- You'll need a **smart device (PC/Mac/Tablet) with an internet connection**.

Course Assessment

This course does not involve any written exams. students will be assessed by Multiple Choice Questions (MCQ) and achieve 50% marks.

Course Duration

The course can be completed in a very short time. The pace for the course is set by the learners themselves the course material is downloadable and course registration will be is valid for 12 months, so learners can complete the course with complete peace of mind and with no pressure at all.

Course Mode

This is a self-study course, students have 100% freedom to complete the course, there is no time restriction on this course.

Career path

This course is useful for anyone interested in taking this type of leading role in the decision making for their business and is applicable to numerous fields. It can also be done as CPD to develop skills in your current job.

Fees: £150 + VAT

Fast Facts
Awarding Body: CPD Qualification, UK
Course Duration: 2-6 Weeks
Method of study: Online
Qualification Level: 1