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Time Management

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Understanding how your time is spent and focusing your efforts on the most critical issues are the two most important elements of effective time management. By applying five proven time management approaches, you'll never fear the word deadline again!

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In this module, you first analyze where your time is actually spent. Are you focused on the task at hand, or are you really spending a little too much time around the water cooler? Once you have a clear picture of how your time is lost, you'll have a better idea of how to adjust your routine. You will be given specific tools and methods that help people stay focused, reduce procrastination, and empower you to reach your goals — on time!

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No matter how hard you try, you can't make more time. You simply have to make better use of the time you have. The key is to invest your time in the most productive way that will yield the best results.

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At the completion of this module, you will be able to understand how your time is spent, overcome time management obstacles, and work more efficiently.