
SECTION HEADING

SBMT 1340: Time Management

Description

Time Management provides learners with an opportunity to explore the essential concepts of time management. The learner will explore ways of dealing with the daily challenge of successfully juggling multiple priorities, which require a clear understanding of individual time management strengths and weaknesses and a well-practiced self-managed strategy. The learner will analyze their time management habits and develop improvement plans to become a time master.

Management Credits

1

Prerequisite:

None

Topics to be Covered

1. Learn time management techniques

Learning Outcomes

1. Understand prioritization, goal setting, scheduling, and procrastination
2. Acquire the tools and skills to develop effective time management