

LIFESKILLS COURSE #L 516



Time Management



COURSE DESCRIPTION

The *Time Management* course illustrates that although everyone is given the same amount of time in each day, it isn't about filling every minute or getting everything done. It is about making intentional choices about where time and attention should go. This course will explore how to understand time, set priorities, overcome procrastination, manage distractions, and create a plan that works in real life.



LEARNING OBJECTIVES & SKILL DEVELOPMENT

- Opportunity and Growth
- Personal Responsibility
- Positive Thinking Skills
- Goal Setting and Achievement



RECOMMENDED USES

- **Self-Directed**—Student does most of the course work independently with a coach or mentor.
- **Group**—To be completed in a group format with a facilitator.
- **Hybrid**—A combination of self directed learning and group instruction.



COURSE INFORMATION

Author and Publisher: ACCI Lifeskills
 Course Format: eLearning
 Item Number: L 516
 eLearning Length: 279 Slides
 Scientific Model: Cognitive Restructuring



COURSE CONTENT

Unit 1: Understanding Time

The first step in managing time is noticing it.

Unit 2: Priorities

Every day brings choices. What Matters Most?

Unit 3: Avoiding Procrastination

Understanding the thoughts and emotions behind procrastination makes it possible to respond differently.

Unit 4: Managing Distractions

Distractions are a normal part of life, but they don't have to control where time goes.

Unit 5: Finding Purpose

Finding purpose in life is a deeply personal journey

Unit 5: Planning Your Time

A good time-management plan connects what matters most with what happens each day.



eLEARNING ACTIVITIES

- Narration & Story Telling
- Animated Thoughts
- Self Assessments
- Scenario Based Learning
- Focused Journaling
- Application and Skill Building



PURCHASE OPTIONS

- License to reprint
- Purchase individual courses
- eLearning License