



Time Management

SEHG-CD-6584 · Business · approx. 10 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Welcome to the Time Management course. The practice of time management requires focus and conscious planning to help win back control of your busy day, and conquer financial goals. Challenges are often presented in the workplace, which can affect our ability to make optimal use of our time. However, with the help of prioritization, goal-setting, and appropriate organization of the mind and space around us, we are able to overcome time management barriers. This course will provide you with appropriate strategies to increase both personal and professional productivity, as well as learn to work smarter. Exceptional time management skills have a powerful effect on shaping an organized, successful business.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle unexpected barriers and distractions
- Organize your workspace and workflow to make better use of time
- Delegate more efficiently
- Use rituals to make your life run smoother

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 10 instructional videos — 10 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Discovering Your Productivity Rhythm**
 - Know Your Energy
 - Work-Life Balance

- Taking Regular Breaks
- The Multitasking Myth
- Time Batching
- **Module 3 — Managing Time With Goals**
 - SMART Goals
 - Visualizing Your Goals
 - The 4 P's
 - Creating Your Productivity Journal
 - Maximizing the Power of Your Productivity Journal
- **Module 4 — Prioritizing Your Time**
 - The 80/20 Rule
 - The Urgent/Important Matrix
 - Being Assertive
 - Chunk, Block and Tackle
 - Ready, Fire, Aim!
- **Module 5 — Tackling Procrastination**
 - Why We Procrastinate
 - Overcoming Procrastination
 - Eat That Frog!
 - S.T.I.N.G
 - Dealing With Workplace Distractions
- **Module 6 — Organizing Your Workspace**
 - De-Clutter
 - Managing Workflow
 - Organizing Office Supplies
 - Dealing With Email
 - Using Calendars
- **Module 7 — Delegating Made Easy**
 - When to Delegate
 - To Whom Should You Delegate?
 - How Should You Delegate?
 - Keeping Control
 - The Importance of Full Acceptance
- **Module 8 — Setting a Ritual**
 - What is a Ritual?
 - Morning Rituals
 - Nightly Rituals
 - Example Rituals
 - Using Rituals to Maximize Time
- **Module 9 — Meeting Management**
 - Deciding if a Meeting is Necessary
 - Using the PAT Approach
 - Building the Agenda
 - Keeping Things on Track
 - Making Sure the Meeting Was Worthwhile
- **Module 10 — Dealing With Time Barriers**
 - Unexpectedly Long Tasks
 - When Others are Inefficient
 - Life Events
 - Fear of Failure
 - The Power of Positive Thinking
- **Module 11 — The Benefits of Good Time Management**

- Improved Quality of Work
- Greater Confidence
- Reduced Stress
- Increased Career Prospects
- Team Collaboration
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-CD-6584 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.