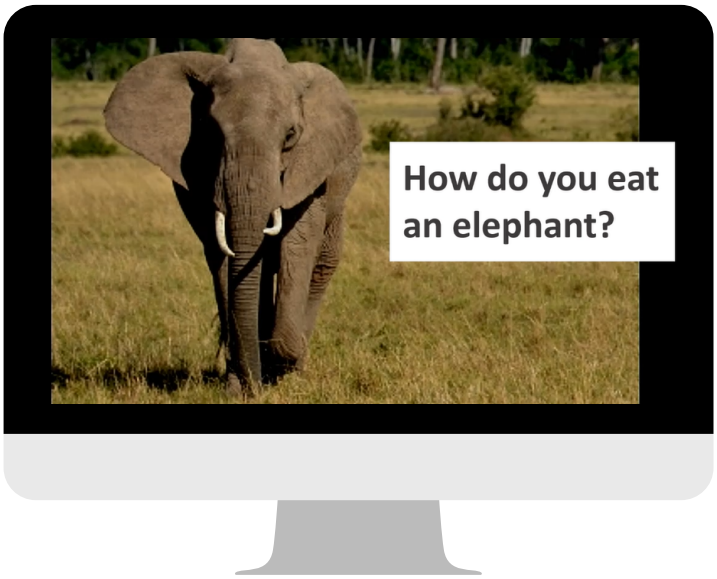
Top Picks for Topics

THE OFFICE OF DIVERSITY, EQUALITY, AND TRAINING'S RECOMMENDATIONS FROM COMMONWEALTHU AND BEYOND TO ENHANCE YOUR PROFESSIONAL DEVELOPMENT

TIME MANAGEMENT

WHY THIS MATTERS

There are only 24 hours in a day. Time is a finite resource, and it's up to you to make the most of it. Everyone could benefit from managing their time more effectively.



AND THE WINNER IS...

Time Management Basics

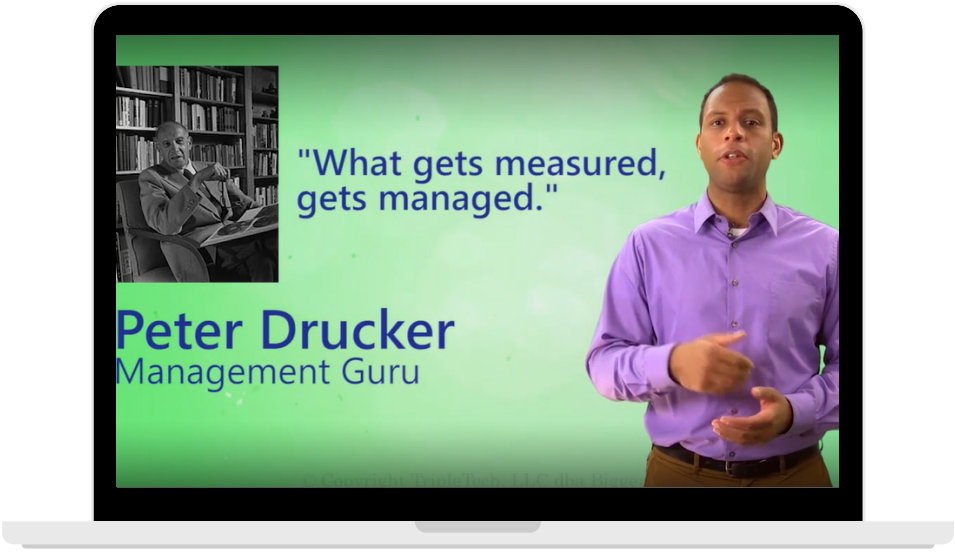
Taught in a conversational format, this course takes a thorough look at many concepts related to time management including:

- **setting priorities**
- **procrastination**
- **interruptions**
- **delegating**
- **saying "no"**
- **decluttering email**
- **managing meetings**

This course is divided into 12 sections, with each lasting less than 10 minutes so you can stop and start it as your schedule allows.

QUICK FACTS

Duration: 1 hour, 34 minutes
Publisher: Bigger Brains
Best Feature: Covers a variety of subtopics in short segments



HONORABLE MENTION FOR BREVITY

Brain Bites: Time Management

This concise course covers some great topics including the Pareto principle, which is what many experts point to as the authoritative principle in time management theory. It also has a great one-page resource for you to print as a reminder of the course's main points.

OTHER GREAT RESOURCES

COMMONWEALTH U:

- KEAP Time Management
- Beat Procrastination

TED TALKS:

- "Attention Management" by Maura Thomas

WEB SITES:

- time-management-success.com
- mytimemanagement.com
- Mindtools.com/pages/main/newMN_HTE.htm

BOOKS:

- ***Eat That Frog*** by Brian Tracy
- ***Getting Things Done*** by David Allen