



## Course details

### Course title

Time Management

### Course code

Q00018575

### Course date

Start: 22/11/24

End: 20/12/24

### Number of classes

5 sessions

### Timetable

Fri 22nd Nov, 13:00 to 15:00

Fri 29th Nov, 13:00 to 15:00

Fri 6th Dec, 13:00 to 15:00

Fri 13th Dec, 13:00 to 15:00

Fri 20th Dec, 13:00 to 15:00

### Tutor

Usma Khan

### Fee range

Free to £37.00

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

**Venue**

Online

**Level of study**

Beginners

**Course overview**

Learning to plan your time more effectively can help you increase your personal productivity and perform better in various aspects of your life. If you feel like you're constantly behind and rushing from one thing to the next, this time management training course can help you take the reins on your schedule. Learn techniques to help you enhance your productivity without burning out. Improving your time management skills can help you perform better in voluntary roles, work, or as a parent. It can also help you find ways to juggle all of these responsibilities without generating stress.

**Course description**

This course will introduce you to a variety of concepts including motivation, prioritisation, goal setting, and delegation. Understand how to establish an order of priorities. Learn how to be realistic with your goal setting and time distribution. Develop organisational skills to help you stay on task without procrastinating. Get tips and techniques to help you be more productive without burning out.

Time management courses help you find ways to manage time that suits your individual needs. The aim of this course is to help you find the right techniques to manage your lifestyle.

Depending on your needs, there are various study options after this course. You may be interested in courses in goal setting or leadership.

The WEA is a supportive learning environment. Your tutor will guide you through your learning and help you choose the right next steps for you.

You'll need access to the internet to take this time management course. Your tutor will upload useful materials to Canvas, the WEA's digital learning platform.

Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/personal-development/22-november-time-management>