



Time Management

Module 1 : Introduction

Welcome to the Course Time Management. Over the course of 4 lessons, we will introduce time management, explain planning and prioritisation, examine how to prevent time thieves and manage meetings effectively.

If this is your first course with People & Process Academy, be sure to look at “Studying with People & Process” before you begin. This short video shows you how to find your way around the lessons

Lessons are all presented in video format, and there's a transcript you can follow as you watch. If you like, you can download the video transcript to revise later on. In Time Management each new lesson builds on previous information, so it's best to follow the lessons in order. All registered users have unlimited access to video lessons and transcripts, and you can repeat each video as often as you like.

If you have any difficulties navigating the course, see the support section for help.

There's a quiz at the end of each lesson to test your understanding of the material. To successfully complete this course, you must pass the quiz for each lesson. Once all the lessons have been completed, you can then download and print the People & Process completion certificate.

So let's get started! In the next video, we'll get right into Time Management by looking at “Introduction to Time Management”