

5 Tips for Time Management Design Document

<i>Business Purpose</i>	Improving employees' time management skills can have a significant impact on both the quality of their work and on their job satisfaction. This course aims to give employees tips they are able to implement to aid them in their time management skills. Leading to improved efficiency and productivity, less stress, and more success for employees in their work environment.
<i>Target Audience</i>	Employees who have identified that they require assistance with time management at work or at home.
<i>Training Time</i>	15-20 minute eLearning course. Due to the amount of content being taught learners will need a minimum of 15 minutes to complete the training.
<i>Training Recommendation</i>	Employees should receive this eLearning training yearly to increase efficiency and productivity. The training will be provided to the employees through either the company's learning management system or through a training link sent through email. The training will include scaffolded interactivity with knowledge checks and an assessment at the end.
<i>Deliverables</i>	<ul style="list-style-type: none"> ● 1 eLearning module, developed in Articulate Rise
<i>Learning Objectives</i>	<p>By the end of the training, the learners will be able to...</p> <ul style="list-style-type: none"> ● Identify 5 tips for time management ● Recall details for implementing each time management tip
<i>Training Outline</i>	<p>Introduction</p> <ul style="list-style-type: none"> ● Advantages of effective time management ● Objectives ● What are time management skills? <p>Plan your time wisely</p> <ul style="list-style-type: none"> ● Keep a planner ● Utilize a calendar ● Create and follow a routine ● To-do list ● Knowledge check <p>Prioritize tasks</p> <ul style="list-style-type: none"> ● Importance and Urgency ● Knowledge check <p>Give each task a time limit</p> <ul style="list-style-type: none"> ● Set a time limit to complete each task ● Add times on your to-do list ● Time to Reflect ● Problem solving ● Summary ● Knowledge check

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	<p>Eliminate distractions</p> <ul style="list-style-type: none">• Notifications• Environmental• One task at a time <p>Take regular breaks</p> <ul style="list-style-type: none">• Take a break or Continue Working <p>Quiz</p> <p>Summary</p>
<i>Assessment Plan</i>	<p>This final graded assessment will test the learners knowledge of the 5 Tips for Time Management. There will be 6 questions and they will need an 80% score to pass.</p>