

# Time Management Strategies at XGlobal Meta Design Document

<i>Business Purpose</i>	As XGlobal Meta opens more international offices, business growth will directly affect our marketing managers. XGlobal Meta strives for a supportive work environment. Our marketing managers' workload will increase, and adapting to change can be difficult. To improve their mindset and productivity, time management training is necessary. This training will increase the efficiency of XGlobal Meta's marketing managers by 10%, so they can reduce stress and increase productivity as XGlobal Meta's business grows.
<i>Target Audience</i>	Marketing managers at XGlobal Meta
<i>Training Time</i>	25 minutes
<i>Training Recommendation</i>	Marketing managers should receive e-learning training on time management strategies because they are dispersed geographically, and some employees are remote. The training focuses on various time management strategies: Eisenhower Matrix, 80/20 rules, Time Blocking, and the Pomodoro Effect. The training includes best practices of time management, which outline the process of staying organized. This course will provide examples of how the employee can use the strategies in the workplace.
<i>Deliverables</i>	<div>E-learning course<ul style="list-style-type: none"><li>o Storyboard including script</li><li>o Developed in Storyline</li><li>o Final evaluation</li></ul></div>
<i>Learning Objectives</i>	<div>By the end of the training, the learners will be able to<ul style="list-style-type: none"><li>• Identify Time Management Strategies</li><li>• Recall Best Practices of Time Management Strategies</li></ul></div>
<i>Training Outline</i>	<div>Introduction<ul style="list-style-type: none"><li>❖ Welcome slide</li><li>❖ Course Navigation</li></ul>Introductory Lesson<ul style="list-style-type: none"><li>❖ Company Information</li><li>❖ Audience</li><li>❖ Pre-Assessment: scenario of a busy workday</li><li>❖ Learning Objectives</li></ul>Topic #1 Strategies of Time Management</div>

# Time Management Strategies at XGlobal Meta Design Document

---

- o Eisenhower Matrix: The matrix has two dimensions: urgency and importance
  - o **Do** (urgent + important) examples: complete daily reports, review client proposals, get missing information, and answer emails
  - o **Decide** (not urgent + important) examples: facilitate equipment/materials, review project budget, identify sales gaps
  - o **Delegate** (urgent + not important) examples: meeting agendas, product/client research, some emails, scheduling
  - o **Delete** (not urgent + not important) examples: micro-managing staff, social media, unnecessary group meetings
- 80/20: 80% of your outcomes come from 20% of the time and effort you spend on them
- Time Blocking: Choose what to work on, tackle priority first tasks, block off chunks of time in your calendar for each task
- Pomodoro Technique: Pick a task, set a timer for 25 minutes, work for a set amount of time, take a 5-minute break, then every 4-5 cycles- take a 5-minute break

- Knowledge Check
- Review
- Topic #2 Best Practices of Time Management
  - Prioritize
  - Schedule Breaks
  - Limit Distractions
  - Get Organized
  - Peaks and Valleys
- Summary
- Final Assessment
- Exit Course

## Time Management Strategies at XGlobal Meta Design Document

---

---

### *Assessment Plan*

- Pre-assessment is a click to reveal
  - Knowledge Check
  - Final assessment
    - o Five multiple-choice questions from the question bank
    - o Learners must score 80% to continue
    - o Questions created during alpha programming (after the storyboard and script have been fully approved)
    - o A review of each question is offered for unlimited retakes.
-