



# 10 Courses on Time Management

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## Introduction

This selection of courses from LinkedIn Learning highlights topics on **Time Management**. Don't see what you're looking for? Additional courses can be provided upon request by reaching out to Learning & Development at [training@metrolibrary.org](mailto:training@metrolibrary.org).

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## 1.) **Finding Your Time Management Style** ~ 1(h) 14(m)



### **What you'll learn:**

When it comes to time management strategies, one size does not fit all. To create your optimal workday, you must consider many factors, including the nature of your job, the level of interaction you have with others, and your personal preferences. In this course, productivity expert Dave Crenshaw expands upon the concepts covered in his other time management courses to help you boost your productivity by crafting a personalized approach to time management. Dave takes you through an assessment to discover your time management style and then shows how to adapt fundamental time management strategies to suit your unique needs. Plus, discover how to work productively with coworkers whose time management style differs from yours.

## 2.) **Proven Tips for Managing Your Time** ~ 16(m)



### **What you'll learn:**

Every minute counts when you're on the clock. Learn how to make the most of your time at work and get more done. In this short course, coach Todd Dewett shares time management tips that help everyone from busy executives to brand-new employees get more productivity out of the busy work day. Learn how to embrace the 80/20 rule, find your "Einstein" window, and broadcast your availability. Todd also explains how to scrutinize your workload to make sure you're spending time on tasks that matter. These concise tips provide simple ways to transform your entire schedule, enabling better focus, clarity, and productivity throughout your day.

## 3.) **Time Management for Busy People** ~ 50(m)

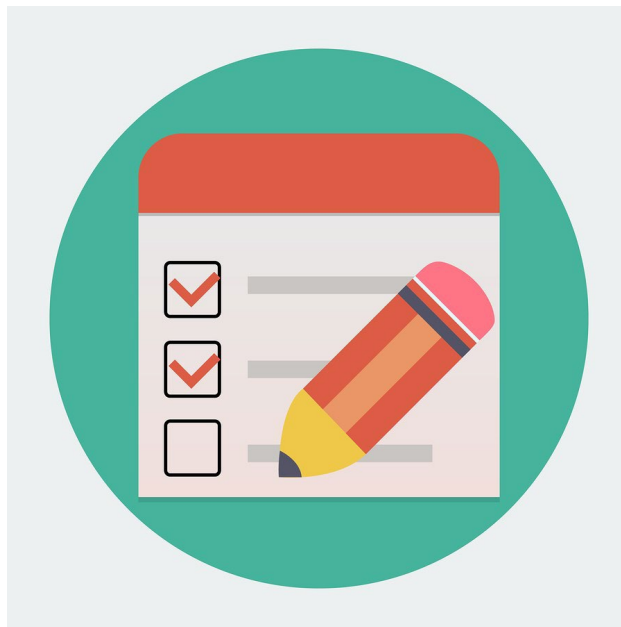


### **What you'll learn:**

How are you doing at getting things done? If you're like most people, you've tried traditional time management, you've read the books—but it didn't stick, right? In

this course, Sam Bennett shares how to take control of your calendar to get things completed and checked off your lists. Learn how to master your to-do list, schedule effectively, and assess your progress. Plus, Sam shares advanced time-management strategies you can implement today, including how to reverse engineer your time.

#### 4.) **Prioritizing Your Tasks** ~ 37(m)



##### **What you'll learn:**

Learn to prioritize your tasks efficiently and consistently. This short course from productivity expert Dave Crenshaw shows how to schedule your time in relation to what's most important and what will have the most significant impact on your work. Dave begins the course with an overview of his time value prioritization (TVP) philosophy. Next, he lays out a six-step process for determining how urgent a task is, how great an effect it will have, and whether it should be delegated to a colleague or automated through technology. Dave concludes the course with two quick walk-through examples, showing the TVP method in action. Using this innovative framework, you can get more done, more efficiently, while increasing the value of your time and saving more of it for the things you love.

## 5.) **Prioritizing Effectively as a Leader** ~ 36(m)



### **What you'll learn:**

Great leaders focus on the most important priorities. But in a busy work environment, we have to learn to choose wisely. In this course, Dorie Clark equips leaders with tips for managing this balancing act with confidence. Learn how to understand what matters in your organization—and how you and your team can take action accordingly. See how to make your priorities real by explaining the context behind these priorities to your team, crafting detailed implementation plans, and helping employees think through their own workflow.

## 6.) How to Stop Wasting Time in Meetings ~ 33(m)



### What you'll learn:

Does anyone love meetings? Let's face it—meetings have a bad reputation, and we probably all know why. They can waste time, add confusion, and lack clear takeaways. The good news is that they don't have to be this way. In this course taught by creativity-productivity expert Samantha Bennett, Sam explains the various ways in which you can make meetings more impactful. She walks through how you can set a clear meeting purpose based on the stakeholders and the type of meeting, and how to get aligned on a direction and ensure all voices and perspectives are heard. She also imparts her rules for effective meetings, how to follow up, and how to hold folks accountable after your meeting. If you take the time to watch this course, you might just find yourself making more of your time in your next meeting.

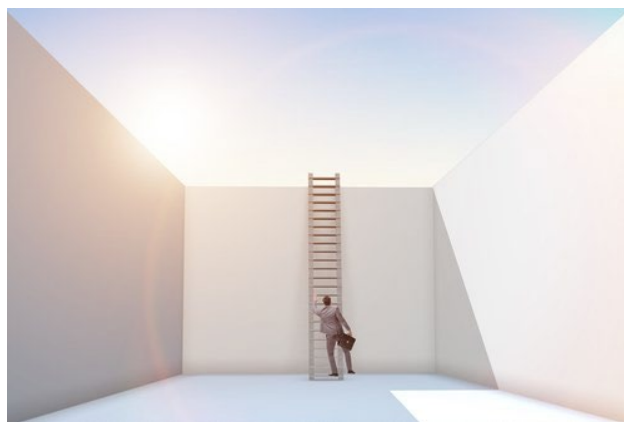
## 7.) **Efficient Time Management** ~ 1(h) 58(m)



### **What you'll learn:**

Did you know that if you save just one hour per week, you could gain a whole week of uninterrupted time each year? That's the power of time management. This course will help you reclaim those hours by managing your time more efficiently and increasing your professional and personal productivity. Author Chris Croft explores how to establish a productive environment by establishing systemic approaches for repeating tasks, reducing inefficiency, organizing your work area, and using an effective system to reduce filing. He also discusses how to best create and manage to-do lists, organize the constant influx of information, leverage software to improve efficiency, and manage email.

## 8.) **How to Set Goals When Everything Feels Like a Priority** ~ 15(m)





## **What you'll learn:**

Sometimes it can feel like you're working on everyone's else's to-do list instead of your own. How can you make space for accomplishing the goals that are important to you? Join best-selling business author and consultant Dorie Clark as she shares practical advice on how to prioritize effectively so that you can get meaningful things done. Dorie shares techniques that you can leverage to get clarity on what to prioritize, as well as how to take action when you find yourself unsure of your next steps. She explores well-known frameworks, including the Eisenhower matrix and the Pareto principle, that can help you become more effective. Along the way, she shares how to find the motivation to get yourself going, maintain your momentum, and make it all the way to your goal.

## **9.) Time Management for Managers ~ 1(h) 8(m)**



## **What you'll learn:**

When you begin to manage people, organizing your time reaches a whole new level of complexity—team members may need more time with you than you're anticipating, direct reports may frequently come by your desk with questions, and you may receive more emails than you can keep up with. As a manager, you want to make sure you're being productive with your time while setting a good example for your team. In this course, best-selling author Dave Crenshaw offers managers at all levels practical strategies for efficient time management. Dave covers time management best practices for managing people, including delegating tasks, managing expectations, and establishing productive one-on-one meetings. He also provides helpful tips for managing projects, including how to coordinate multiple projects, allocate scarce resources, hold a team accountable to deadlines, and communicate deadline changes when necessary. Additionally, Dave covers how to manage priorities, including using your calendar as a prioritization tool, keeping your meetings action-focused, and shifting priorities when the need arises.



## 10.) Time Management Tips: Teamwork ~ 43(m)



### **What you'll learn:**

Most professionals need to work with others to get their projects to the finish line. Consequently, merely refining one's own time management skills isn't enough to guarantee professional success and productivity. The ability to collaborate with others—and grapple with different ways of working and managing time—is a critical ingredient to any project's success. In this installment of the Time Management Tips series, productive leadership author and speaker Dave Crenshaw shares bite-sized tips for enhancing team collaboration by managing time more effectively. Discover how to make meetings more meaningful, reduce interruptions, and even help your teammates boost their own productivity.