



# Developing Better Time Management

## A Focused Learning Plan

Learn how to take control of your schedule and ensure you are putting your efforts into the most important tasks.

1.

### Watch [“Time Management: A Disciplined Approach to Priority-Setting”](#)



60 mins



Webcast Recording



Pre-Session  
Homework

*Make sure you [complete the Pre-Session Worksheet](#) before watching this webcast recording. This webcast will provide foundational strategies and exercises that will teach you the discipline needed to protect your time and your schedule, allowing you to give the most focus to your biggest priorities.*

2.

### Watch [“10 Powerful Strategies to Beat Procrastination”](#)



60 mins



Webcast Recording

*Implementing new time-management strategies won't do you any good if you still procrastinate. Watch this webcast to learn how to break the procrastination cycle.*

3.

### Download the [“Better Time Management” Job Aid](#)



5 mins



Job Aid

*Now that you've learned some strategies for priority-setting and avoiding procrastination, download this job aid and keep it handy as a reminder while you cement your new approach to time management.*

4.

### Complete & Submit Your Final Reflection!

*Please complete all of the reflection activities on the next page. Don't forget to submit your work once it's complete.*



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## Final Reflection

Please confirm that you've completed each of the following activities:

I have watched "Time Management: A Disciplined Approach to Priority-Setting"

I have watched "10 Powerful Strategies to Beat Procrastination"

I have downloaded the "Better Time Management" Job Aid

Then, answer the following reflection questions:

1. What was your biggest learn from auditing your calendar? Then, detail your strategy to hold yourself accountable to your focus areas.

2. What procrastination strategy resonates with you the most? How will it change the way you approach your work? Why?

Once you're done, submit your work to receive proof of completion.

Please email your completed PDF to [austin@academicimpressions.com](mailto:austin@academicimpressions.com)

If you would like us to notify your supervisor of your completion of this focused learning path, enter their email in the box below.