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Managing your time doesn’t need to be complicated [1]

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Let’s face it, we have a lot of ways to spend our time. For most people, it can be very difficult to manage everything we do in a day. This is doubly true for students juggling their coursework, employment and social interests.

“Managing Your Time [3],” by Todd Dewett is an 11-minute course that will teach you how to practice better time management by showing you how to measure which tasks need the most of your time, so you can get your work done, starting with what’s most important. You will also learn how to communicate your availability so your friends know when you are busy getting work done. .

Maybe that group project will take more time than a solo assignment or require you to provide drafts to your collaborators on a tighter timeline. Maybe that 10-page paper should be completed before hanging out with friends or watching that show. Better time management starts with understanding what is out of balance. Find out what you need to be prioritizing by watching this course.

Watch now [3]

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