

<p>This Taster normally takes 3 – 4 sessions of less than 3 hours each. Ask the staff in your Learning centre which times you can attend to take the course.</p>	
<p>Who might be interested in this Taster?</p>	<p>Many different people will find this Time Management Taster useful. For example, people looking to get a job or move to a new job, get promotion, get more satisfaction out of their job or make better use of their leisure time.</p>
<p>What's in the Taster?</p>	<p>The Taster uses learndirect scotland's online learning system, Skillnet, which you can access in your local learning centre. You may even be able to access it at home if you have a computer and suitable internet connection – ask your learning centre staff for more information.</p> <p>There are three different course modules for you to work your way through at your own pace. You can even go back and do something again if you are unsure. The courses include mini exercises so you can check your skills as you move through the course.</p> <p>There are also some other activities for you to try away from the computer to help you build your skills.</p>
<p>Skillnet Courses</p>	<p>There are three courses for you to study in Skillnet:</p> <ul style="list-style-type: none"> • Developing a plan • Overcoming challenges • Planning your day
<p>Session 1</p>	<p>Course Overview Skillnet Registration</p> <ul style="list-style-type: none"> • Developing a plan <ul style="list-style-type: none"> ○ Unit 1: Understanding Your Time ○ Unit 2: Identifying Goals and Setting Priorities
<p>Activity 1</p>	<p><i>Time management quiz</i></p>
<p>Session 2</p>	<ul style="list-style-type: none"> • Developing a plan <ul style="list-style-type: none"> ○ Unit 3: Developing a Time Management Plan • Overcoming challenges <ul style="list-style-type: none"> ○ Unit 1: Dealing with People ○ Unit 2: Controlling Information
<p>Activity 2</p>	<p><i>Time management log</i></p>
<p>Session 3</p>	<ul style="list-style-type: none"> • Overcoming challenges <ul style="list-style-type: none"> ○ Unit 3: Overcoming Time Management Challenges • Planning your day <ul style="list-style-type: none"> ○ Unit 1: Developing a Daily Plan

Activity 3	<i>Identify personal time challenges and plan how to address them</i>
Session 4	<ul style="list-style-type: none">• Planning your day<ul style="list-style-type: none">○ Unit 2: Managing Technology○ Unit 3: Saying 'No' to Doing Too Much
Activity 4	<i>Reflect on what you have learnt and plan your next steps</i>
Next steps	<i>What would you like to do next? Your learning centre will be happy to advise or you could call the learndirect scotland helpline free on 0808 100 9000</i>