

Dealing with Time-Wasting Situations



Duration: 40 mins

Course level: Introductory

Delivery method: Online

Introduction

Research suggests that the average office worker wastes 160 minutes – nearly three hours – of potentially productive time every day.

Recognising where time is wasted at work, and dealing with these time-wasting factors effectively, can free up time to focus on what's really important and could make a huge difference to individual productivity. This basic course will help users begin to develop these skills.

Who is the course for?

Dealing with Time-Wasting Situations is an introductory-level course, ideal for people with limited work experience or no previous knowledge of the topic.

What will you get from this course?

When you have completed this course, you will be able to:

- list the main time-wasting situations
- describe how to avoid or deal with time-wasting situations.

Course features

You can start this online course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course consists of a series of information screens and simple exercises such as multiple choice and true or false questions.

Resources provided with the course include checklists, planners and a printable summary of the course content.

Other courses you might be interested in

[Time Management Planning work](#)

[Leadership](#)

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