



Time Management Skills for Workplace Success

Employees who manage their time well are more productive, more efficient, and more likely to meet your deadlines. They focus on the most important and time-sensitive tasks, and limit the time spent on non-essential duties.

With Skillsoft's time management training courses, your staff can learn how to successfully deliver results as they grow as professionals and strengthen your team as a whole.

Here are 4 courses your team can take to improve their time management skills and benefit your department:

- **Aligning Goals & Priorities to Manage Time »**
Duration: 25-minutes
- **Planning Meetings Fit for Purpose »**
Duration: 20-minutes
- **Maximize Your Productivity by Managing Time & Tasks »**
Duration: 21-minutes
- **Running Meetings in Better Directions »**
Duration: 20-minutes

Contact your **Outreach Specialist** today to see how they can customize time management strategies for your team.



**CONTACT YOUR OUTREACH
SPECIALIST AND GET STARTED**

manager.bhmt.org/outreach-specialists



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