



## Effective Time and Priority Management

**Sku:** PC807

**Horas:** 10

**Formato:** HTML

### OBJETIVOS

- Identify personal and organizational time management challenges. Apply proven techniques to plan, prioritize, and execute effectively. Use tools and methods to track time and optimize productivity. Manage distractions and maintain focus on high-impact activities. Develop a personalized time and priority management system.

### CONTENIDOS

#### Unit 1: Mastering time and priority management

- Welcome to "Effective Time and Priority Management"! In this introduction, you'll discover the challenges of managing time and priorities in today's attention-driven world, learn about the fundamental concepts at play, and preview the practical skills and frameworks you'll develop in this unit. By the end of this lesson, you'll know what's ahead and why mastering these tools can transform your work and wellbeing.
- Introduction to time and priority management
- This lesson provides a deep-dive introduction to the foundations of effective time and priority management. Starting with a close-up look at the modern workday's unique pressures, it covers essential vocabulary, the science behind our daily productivity traps, and the quantitative realities of 21st-century knowledge work. You'll learn the key distinctions between time management ("How will I fit it in?") and priority management ("Should I fit it in at all?").
- Through best-in-class research, real-world case studies, and step-by-step diagnostics, you'll build the conceptual toolkit required for mastering your calendar, maximizing high-impact work, and minimizing wasted effort. By the end, you will have a clear map of the challenges—and the strategies—that define the journey from busy to truly productive.

- Understanding your priorities

- This lesson explores how to distinguish between what is urgent and what is truly important in your professional and personal life. You'll master key frameworks such as the Eisenhower Matrix, the Pareto Principle (80/20 Rule), SMART goals, and other prioritization models. We'll dive into practical examples and cases, uncover common cognitive traps, and give you the tools to align daily actions with long-term impact. By the end, you'll be able to map, refine, and defend your highest priorities—turning insight into concrete, measurable progress.

- Planning for success

- Unlock the true power of your time by learning how to move from good intentions to concrete, high-impact action. In this lesson, you'll discover proven frameworks for effective planning—combining science-backed strategies like time-blocking, batching, energy-aligned scheduling, and feedback loops with hands-on guides, real-world case studies, and interactive tools. Master the transition from busywork to purposeful productivity and develop habits that make success sustainable.
- You'll explore why plans often fail without structure, how to prioritize high-leverage work with the 80/20 rule, and how to leverage digital tools, self-measurement, and continuous improvement cycles to make your progress visible and repeatable.

- Time management techniques

- In this lesson, you will dive deep into a powerful toolkit of practical time management techniques designed to help you convert plans into real progress—every single day. We'll introduce core methods such as Pomodoro, task batching, the Two-Minute Rule, Flowtime, and group-level practices like meeting hygiene and time-boxing. You'll not only learn the science behind each — from ultradian rhythms to switch cost — but also see real-world case examples and common pitfalls, and build your own personalized 'technique stack.' By lesson's end, you'll be equipped to choose, combine, and adapt proven techniques to fit your unique work style and environment.
- Managing distractions and staying focused

- This lesson explores the science and practical strategies behind managing distractions and sustaining focus in today's demanding, notification-driven work environments. You'll learn to identify internal and external sources of distraction, redesign your physical and digital settings for concentration, implement psychological and scheduling rituals to defend your attention, and deploy modern tools to shield your "deep work" from freelance interruptions. With sector-specific playbooks, self-audits, and evidence-based techniques, you'll build a personal, robust "focus firewall" for lasting productivity and well-being.

- Communication, delegation & boundaries

- This lesson dives deep into how effective communication, smart delegation, and robust personal boundaries can transform your daily work and amplify your impact. You'll learn how to architect your team's communication channels for clarity rather than chaos, multiply results with advanced delegation strategies, and build a "focus firewall" that shields your most important work from digital distractions and endless interruptions. We'll combine research-based frameworks, practical playbooks, real-world case studies, and hands-on exercises to help you immediately improve your collaboration and reclaim your most valuable resource: sustained, high-quality attention.

- Practical free-writing assignment

- This lesson challenges you to put theory into action, drawing from the unit's core strategies for mastering time and priority management. Through open-ended prompts, you will use original thinking to analyze your habits, experiment with new methods, and codify personal systems for deep work and focus. Here, creativity is as important as accuracy—your own work context becomes the laboratory. You'll diagnose time-wasters, design a micro-experiment, and construct your multi-layered 'Focus Firewall'.
- Each writing activity is designed to surface fresh insights, foster experimentation, and help you build lasting habits. Your reflections and plans will become tools to support your progress throughout this course and beyond.

- Role-play and progress review

- This lesson helps you consolidate and reinforce all the major concepts, methods, and tools you studied in 'Mastering Time and Priority Management.' Through interactive flashcards and an AI-powered role-play scenario, you'll review key terms, frameworks, and real-world strategies, and practice applying them to authentic work-life challenges. By the end, you'll be well prepared for the final exam and ready to implement your own time and priority system with confidence

- Final exam

- This final exam tests your mastery of the skills and frameworks from the "Effective Time and Priority Management" course. You'll answer in-depth questions covering core concepts—including time management, priority mapping, planning, focus techniques, distraction defenses, communication, and delegation. The exam includes a practical written assignment where you'll apply what you've learned to real-world scenarios.
- Take your time, breathe deeply, and demonstrate what you know. Best of luck as you prove your ability to manage time, priorities, and your own productivity!