**Welcome!**

Welcome to the Avenue Media Solutions *Time and Workload Management*e-learning module. E-learning is a flexible and user-friendly way of developing your understanding so that you can boost your knowledge, skills and confidence. The module asks a lot of you, but the learning to be gained should make it very worthwhile.

When you are ready, read the written introduction and Contents below and then watch the short introductory video that follows it.You should then print out the *Module Companion E-book* and read Part One. Part Two of the Companion will enable you to make any notes you may want to keep and record your responses to the questions in the course exercises and keep them for future reference.

When you have done that you will be all set to launch into the first of the six lessons that form this programme. Make sure you have the volume on your computer at the right level. If you are in a shared work area you may want to use headphones or earphones, partly as a consideration to your fellow workers and partly to block out any extraneous noise so that you can concentrate fully on your learning.

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**Introduction**

The modern workplace seems to be a highly pressurised one for most people, making it really important that we are using our time and limited resources as efficiently and effectively as possible, so that we are able to get the best results without allowing the pressures to overwhelm us and lead us into major difficulties. So, this means that this module will be of great value to anyone working in a pressurised setting, regardless of their role or sector.

The module has been designed to help you to develop your skills in time and workload management. It will help you to achieve optimal results by keeping any possible waste of time and effort to a minimum. It will provide you with a set of ideas that you can put into practice to establish a platform for improving your knowledge and skills over time. This should enable you to be much better placed for coping with the pressures you face, so that there is less risk of your becoming stressed and a higher likelihood of success in what you are trying to achieve.

*What does it cover?*

The module is the equivalent of a full day’s training – a continuous professional development (CPD) certificate will be issued on completion of the programme. You will learn about:

1. How and why time and workload management skills are important and the price we pay for neglecting them;
2. The four principles of time and workload management and how they can help you manage your pressures more effectively; and
3. A range of tools or methods that you can use to improve your performance and achieve better results in the time available to you.

*How does it work?*

The module contains some important information for you to read, some exercises for you to do to develop your knowledge and consolidate your understanding. Take your time and make the most of the opportunities these materials offer, as that will help to ensure you get the most out of this resource. Simply rushing through to get to the end as soon as possible will mean that you don’t get the full benefit of the important lessons to be learned. If you genuinely want to improve your time and workload management, then your first step needs to be to resolve to take the time necessary to get a genuine learning benefit by thinking carefully about the ideas presented to you and giving the time and thought the exercises need to produce the best learning results.

When you reach the end of the module you will be presented with a screen where you will be asked to evaluate the module. We appreciate your taking a few minutes to give us some feedback about your experience of using the module. We value your feedback, as this will help us to keep improving what we offer.

Finally you will reach a screen where you will be able to print out a certificate to confirm that you have completed a programme of learning equivalent to one day (six hours) continuous professional development (CPD).

You will be able to pause your progress through the module at any time and start again later from the point you left off. However, the system will not allow you to jump ahead – that is, to have a sneak preview of later sections. To complete the programme successfully you will need to follow the timeline of the module – there is no flexibility about this, but you do have the flexibility to take a break from your involvement for as long as you want and return to where you left off. This means that, although the module is the equivalent of a day’s training, it does not have to be completed in a single day. For example, you could complete it one lesson per day over a six-day period, or even spread that out over a few weeks. However, we would recommend that you do not take too long, as you run the risk of losing your momentum. So, ideally, you should complete the programme in no longer than two weeks, and preferably within a few days.

Please note that, although, there are six lessons and the module is the equivalent of six hours' CPD, this does not necessarily work out at one hour per lesson. Some may take longer than an hour and others less. In addition, different people will have different interests and therefore spend more time on some things than others do. The idea of six hours of CPD is therefore a notional one and should not be taken too literally or rigidly.

The online learning materials are supplemented by an e-book that serves as a module companion which can be downloaded. It is strongly recommended that you print this document out and use it as a course companion. It is divided into three parts:

* Part One helps you to prepare yourself for your learning to try and get the most out of the module (just as many people reflect on a training course before they attend it so that they are well prepared for learning once they arrive at the venue). Part One is optional but you are strongly advised to complete it. After the Introduction and before Lesson 1 would be an ideal time to do it.
* Part Two serves as a focal point for making notes as you go through the programme. If you are the sort of person who takes a lot of notes, you may want to have additional sheets of paper available in case you run out of room. If you are the sort of person who doesn’t usually take notes, you are strongly advised to get into the habit of doing so, as the module will cover a lot of ground and it is unlikely you will remember the important learning points if you do not have a written record to rely on.
* Part Three is to be completed after the module, preferably in conjunction with your supervisor, line manager or mentor. It is intended to help you consolidate your learning (learning gains will soon be lost if they are not quickly integrated into practice and consolidated).

This module can make a significant positive difference to how you manage your time and your work pressures, so we wish you well in your studies and your efforts to implement the learning in your working life (and, indeed, in your private life too potentially). So, good luck.

Now you should watch the short introductory video and then print out your *Module Companion E-book*.

To watch the video, click the Exit triangle symbol on the bottom right of this page and return to the main course page. There will be a link for you to click for the video and the link for downloading your *Module Companion E-book*will also be there.

After doing both of these tasks you will be ready to start Lesson 1.