

Course Title: A Race Against Time

Slide #	Audio Script
1.1	Welcome to A Race Against Time, the course that teaches you all about the importance of using time management skills and tests those skills at the end. Can you beat the clock? Press Begin if you're ready to give it a try.
1.2	By the end of this course you will be able to give examples of the benefits of time management, list the 3 P's of time management and identify the purpose of the four quadrant system.
1.3	<p>Using time management skills during your workday will help you use your time productively and effectively. There are several benefits of using time management skills, some of them are listed below.</p> <p>Meet Barbara. She's a team leader at a local magazine company and needs our help. Let's see if we can help her effectively manage her day.</p>
1.4	After a nice relaxing weekend, Barbara gets to work early on Monday morning and realizes she has a lot of things she needs to do before the end of the day. Can we help her get everything done on time? Looks like she could use a little help...
1.5	<p>She could use some help from the 3 P's of time management!</p> <p>What in the world are the 3 P's of time management?</p>

1.6	<p>The first P is Plan. If you have a list of things that you need to complete, the best thing to do is to start by writing a To-Do list of those things. Doing this helps you see everything that needs to be done and is a great way to make sure you don't forget to do anything important.</p> <p>It may seem tempting to have a lot of things planned for a day but it's a good idea to leave room for the unexpected. You never know when an unplanned meeting or appointment can be added at the last minute.</p>
1.7	<p>The second P is Prioritize. Once you finish writing your To-Do list, now it's time to rank your list according to the Four Quadrant System. This will help you determine the order you should complete your tasks in.</p> <p>Umm, excuse me...the four what system? What are you talking about?</p>
1.8	<p>Everything you do in life can be categorized based on its urgency. That's where the Four Quadrant System comes in.</p> <p>The Four Quadrant System was designed to help you identify what tasks you should really spend your time on. You can categorize the tasks on your To-Do list into four quadrants – important and urgent, important and not urgent, urgent and not important and not urgent and not important.</p> <p>Examples of the tasks that below in each quadrant are listed in the illustration on the right side of the screen. The quadrant category and number are listed on the left side of the screen.</p> <p>Here's a quick tip: Spend some time reviewing the tasks in each quadrant. This information may be important in the future...hint hint.</p>
1.9	<p>Click boxes 1-4 below for more information about each quadrant. Once you have clicked each box, you can continue with the course.</p>

1.10	<p>The third P is Prevent Procrastination. I know, technically its two P's but hey, I don't make the rules.</p> <p>People who procrastinate on a continuous basis tend to be less productive. The best way to fight procrastination is to complete your tasks without interruptions and avoid the internet and social media. If you find yourself constantly checking your phone, put it aside until you finish your task.</p> <p>Remember do the work now and reward yourself later.</p>
1.11	<p>Before you begin your knowledge check here are a few things you should be aware of. You see that watch icon on the right side of the screen? It will be your best friend during the knowledge check.</p>
1.12	<p>Ok it's time to get started! Are you ready to see if you can beat the clock? Once you hit Start, the timer begins. Click Start when you are ready to begin.</p> <p>Good luck!</p>