

E-COURSE REVIEWS

Considering the widespread interest in time management, the state of online time-management training is surprisingly weak. Even the best courses have weaknesses, and many courses from leading publishers are mediocre. Some publishers offer concrete and applicable information, while others have well-organized content. Few offer both.

Highly Recommended

★★★★ *Making Your Time Count*: 3 to 4 hours, corporate pricing available. Publisher: SmartForce

Consisting of 12 short modules followed by a 60-minute simulation, *Making Your Time Count* is one of the strongest time-management courses we've reviewed.

Learners progress in linear fashion from general definitions of time management to specific advice on topics such as setting goals and dealing with paperwork. The modules provide thorough overviews of the core principles of time management, and exercises and handouts enable learners to apply those techniques during and after the course.

The final simulation does an excellent job of demonstrating the difficulties of implementing time management. It creates a realistic office environment complete with ringing phones, constant interruptions, pushy clients, and a micro-managing boss.

Recommended

★★★1/2 *Managing Time at Work*: 2 to 4 hours, US\$243.75 for 6 months of course access. Publisher: DigitalThink

Produced in conjunction with the American Bankers Association, this course is directed at bank employees. However, the bulk of it deals with general time-management principles that could benefit a wide range of learners.

Managing Time at Work respects learners' time by presenting material in a concise format. In addition to the core time-management topics, the course covers dealing with co-worker interruptions, managing email and voice-mail, and processing paperwork. The course does have some content holes, such as lack of information on managing the time of others.

★★★1/2 *Time Management Series*: 12 to 16 hours, corporate pricing available. Publisher: MindLeaders

Breadth and depth of content are the biggest strengths of this four-course, time-management series. After a primer on analyzing time and prioritizing tasks, the

series offers advice on conducting effective meetings, managing communication with co-workers, and juggling paperwork, phone calls, and email.

One drawback is no printable worksheets. Suggested techniques include complex mnemonic devices that would be easier to remember with printed references.

Adequate

★★★ *Managing Time*: 2 hours, corporate pricing available. Publisher: SkillSoft

Managing Time identifies common causes of mismanaged time and helps users hone their time-management skills. The course includes modules on overcoming perfectionism and burnout.

However, the useful information is delivered with too much filler and overly simple exercises. In addition, the pre-course quizzes don't adequately direct learners to areas in which they might want or need help.

Not Recommended

★★1/2 *Managing Time*: 1 to 2 hours, corporate pricing available. Publisher: McGraw-Hill Lifetime Learning

Managing Time employs a scenario-based narrative involving "Harry," a hapless manager who is unable to manage his required tasks effectively. Unfortunately, the coverage of each topic in this course is inconsistent, leaving learners hard pressed to extract any concrete and meaningful instruction.

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At a Glance

Making Your Time Count: Modular design and effective scenarios. Cumbersome navigation.

Managing Time at Work: Concise, scannable format. Banking-specific focus may confuse some learners.

Time Management Series: Comprehensive, detailed coverage. Lacks printable worksheets.

Managing Time (SkillSoft): Good basic coverage. Too much generalized information and simplistic exercises.

Managing Time (McGraw-Hill): Basic info on prioritizing. Confusing organization, inconsistent coverage.