MOOC DIGITAL WORKPLACE
MODULE 1: SELF-MANAGEMENT   **VIDEO: MOD1_5: Time Management**
Script: details of what the course presenter will say.   On screen text: ideas, images etc. to appear on screen as and when prompted.   Editing notes: notes of what needs to be changed for the next edition.

SCRIPT	ON SCREEN TEXT	EDITING NOTES
Teleworking requires self-discipline when managing time and keeping ourselves focused on our work. This is especially important when working remotely, as teleworking, by its very nature, can give rise to a whole new range of distractions that traditional workers do not have to deal with.		Close-up of the trainer for a few seconds holding a sign showing his/her full name.
We must differentiate between two essential concepts in time management: On the one hand we have PLANNING, which involves identifying what we have to do, what decisions are to be taken and which actions are to be executed, to achieve whatever it is we are aiming for. Planning refers to the course of action we require to achieve defined objectives. We could call it the "WHAT". On the other hand, ORGANISING refers to the structure we put around something to get it done; that is, identifying the resources we need (materials, people, time ...) for planned actions, distributing them properly and even assigning them certain functions or tasks. It could be the HOW.	Card with definitions of PLANNING and ORGANISING: • Planning – the WHAT: identify what we have to do; the course of action. • Organising – the HOW: structure your work and identify the necessary resources.	Close-up of the trainer pointing to each of the definitions as they appear on screen.
Q: What do PLANNING and ORGANISING have in common?		

A: The dimension of TIME. (regarding how we manage what we do with it and the value we give to it.)	Image associated with the word TIME (e.g. a watch)	The trainer points to the image which refers to time.
Time management therefore implies: learning to set goals, defining priorities, allocating necessary resources, and making decisions. It sometimes implies delegating tasks, problem solving as well as taking advantage of opportunities, controlling results and finally, constantly reviewing the learning process to become ever more efficient.	Cards with the following words: • Objectives • Priorities • Resources • Decisions • Delegate • Resolve • Opportunities • Control • Evaluate • Learnings	Close-up of the trainer. Words associated with time management will appear on the screen around the trainer´s image as they are mentioned until they cover the image completely.
But, before all this, there is a concept that should be mentioned. It is PROCRASTINATION. Procrastinating essentially means leaving tasks "for later" that should be done now. If you do not do them now, reaching your goals may be at risk and, if you do not achieve the goals, this may lead to demotivation. If you have a tendency to procrastinate a lot, you should of course work on this to improve it. In any case, all hope is not lost if we do procrastinate a lot because we can actually all learn to stop procrastinating and develop habits that allow us to be more productive professionals. Here´s what you need to bear in mind when attempting to reduce procrastination: Primarily, it is about being aware and conscious that you are procrastinating. Secondly, you need to analyze what you need to change and how you will go about implementing that change. Thirdly, you need to ensure that you develop new habits which are then eventually consolidated into the way you work. Are you ready for the change? If you believe strongly and passionately enough about what you are trying to achieve, you will find a way to change and stop procrastinating.	Card: PROCRASTINATION – leave for later	Close-up of the trainer.
So, how can we improve our time management? • Define your objectives well, giving special importance to objective deadlines. • Define what decisions you have to make and what actions you have to take, and when. Put them in order because some tasks cannot be done unless another is done before it	Card with summary: • Set SMART objectives. • Define decisions and actions to be taken. • Identify resources.	

done before it. - Identify what you need to complete each action defined in your plan, and review what you have and what you do not have with regard to resources. - Be realistic when you make an estimate of the time that each task or action will take to complete. - Avoid or minimize distractions, because they reduce your concentration. - Includes small rewards to motivate you every time you finish tasks, especially if they are important tasks or tasks you do not enjoy doing. Get started now! If you think too much about it, you will never find a "good time" to start. The best moment is always now!	- Assign length of time to each task. - Minimize distractions. - Include rewards for reaching milestones. - Get started!	Close-up of the trainer with the text on one side of the screen (phrases only appear as they are mentioned).
Other important issues to consider are: - If you work from home, have everything related to your work in one place, to avoid having to move and incur possible distractions. - It is important that you respect rest times, physical activity and meal times. - Set yourself daily goals to maintain motivation. - If you have to go out and do things, try to do them all in one single day as far as is physically possible, to avoid wasting time. - Ensure the maintenance of all the equipment you need to do your daily work is kept up-to-date, e.g. internet access, printer, office supplies, telephone etc. - If necessary, say "no" to certain tasks that distract you from your goals. Being assertive is key to maintaining good time management.	Image of a house and summary points listed: • Have everything in the same place. • Respect times. • Daily goals. • Grouping tasks away from home. • Up-to-date resources. • Know how to say "no".	Trainer walking. Each sentence will appear on screen with each step the trainer takes.