

***Work-Life Balance: How to manage life and work at once***



**By the end of this course you will:**

- Learn the best ways to manage your time by using technology, useful tools and resources and resources already available to you
- Review the concept of time, tasks, priorities, to-do-lists and how these concepts affect your productivity
- Know the best ways to manage your time more effectively depending on your workload and how you can strive for a better work-life balance

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