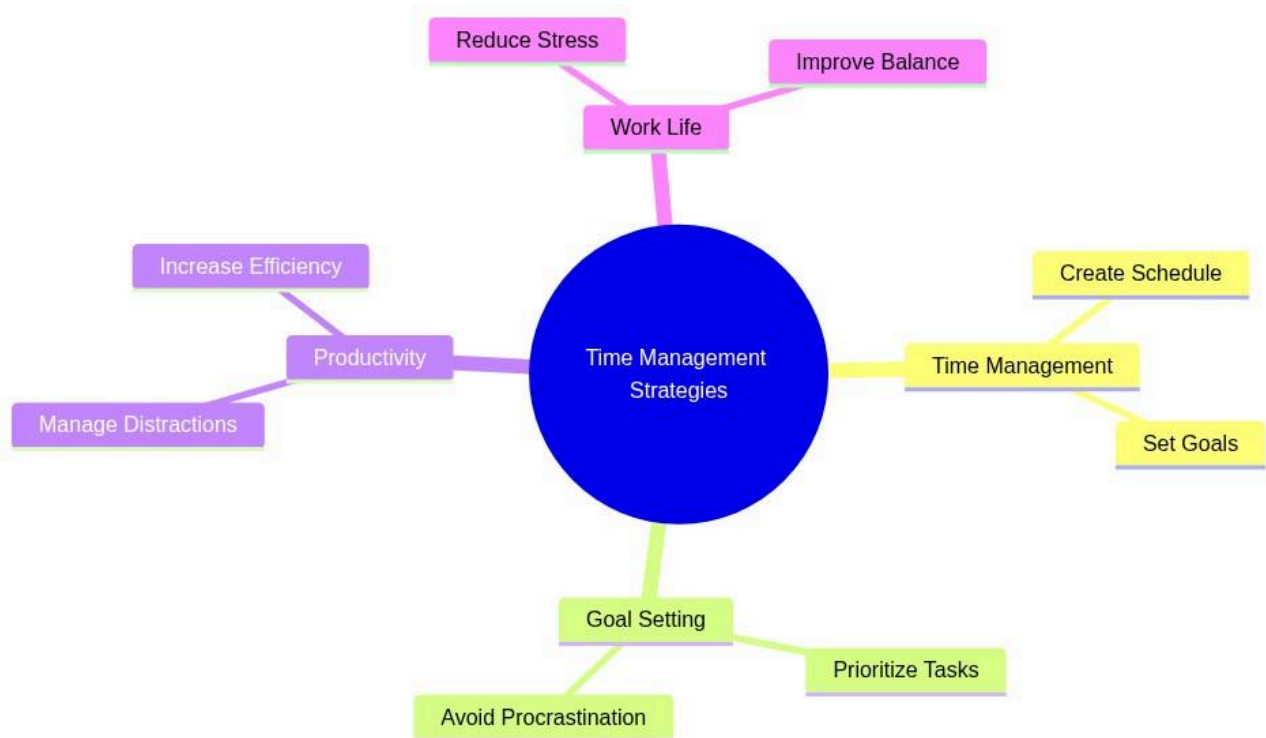


Global Certificate in Productivity Coaching

Time Management Strategies



mindmap

```

    root((Time Management Strategies))
      Time Management
        Create Schedule
        Set Goals
      Goal Setting
        Prioritize Tasks
        Avoid Procrastination
      Productivity
        Manage Distractions
        Increase Efficiency
      Work Life
        Reduce Stress
        Improve Balance
  
```