

Chapter V How to achieve effective online time management and achieve the goals

Tackle the challenge of managing time amid digital distractions. Learn strategies to focus on priorities, increase productivity, and balance work with personal time. This chapter provides tips and techniques for effective time management, helping you navigate and master your daily routine in the digital era.






We invite you to harness these skills and embark on a growth, innovation, and success journey in the digital era.

Let the Digi4You Guidebook be your compass in navigating the digital landscape.

Integrating the guidebook's innovative approaches and practical techniques into your training enhances your skill set and significantly the lives of the young individuals you mentor.

Here's to your journey towards a brighter, more connected future!

 www.digi4you.eu
 [digi4youproject](https://www.facebook.com/digi4youproject)
 [digi4youproject](https://www.instagram.com/digi4youproject)

“Digi4You” project aims to improve the competence of NEET by increasing digital skills and increasing their employability using ICT tools and soft skills development. Also, it aims to increase their ability to create quality content on online mediums, create their own digital portfolio, produce engaging presentations, and connect with other professionals.

GOALS

The Toolkit aims to improve the knowledge and competences of youth workers in training young people on digital skills.

This result can be used by teachers, trainers, school directors, psychological consultants, education centres and educational NGOs for personal development.

It aims to:

- boost NEET's employability via digital skills education and ICT use,
- expand NEET's ability in problem-solving, creativity and communication,
- increase NEET's time management and team working skills,
- develop strategic and integrated use of ICT for NEETs and Youth Trainers.



www.digi4you.eu



DIGITAL SKILLS DEVELOPMENT TOOLKIT FOR YOUNG NEETS TO INCREASE EMPLOYABILITY



R3 : GUIDEBOOK FOR YOUTH TRAINERS TO IMPROVE DIGITAL SOFT SKILLS OF YOUTH

2021-2-TR01-KA220-YOU-000047996



Download
Guidebook

Welcome to the **Digi4You Guidebook**, designed for youth trainers and educators. This guide aims to enhance young individuals' digital and soft skills, especially NEETs. It's a complete resource for youth workers to excel in the digital era.



Guidebook goals:

- Provide youth trainers with in-depth knowledge of digital skills.
- Assist youth workers in effectively teaching these skills using ICT tools.

Key chapters:

- Digital storytelling
- Digital portfolios
- Content creation
- Virtual teamwork
- Time management



Chapter structure:

- Topic introduction
- Learning outcomes
- Content impact & benefits
- Skill development guidance

Target audience:

- Youth workers and coordinators
- Teachers, trainers, and consultants in education
- Professionals in education centres and NGOs

Embark on this journey to equip the next generation with vital digital and soft skills for a brighter future!

Chapter I

How to use digital storytelling with youth for effective digital self

Discover how digital storytelling, combining tools and multimedia, enhances young people's creativity, communication, and teamwork skills. This chapter offers strategies and a guide for youth trainers to integrate digital storytelling into their programs effectively.



Chapter II

How to create and use digital portfolios for employability

Explore how digital portfolios enhance employability for young NEETs. Learn to create portfolios showcasing skills and personality, and discover their role in standing out to potential employers.



Chapter III

How to create and utilize authentic and engaging content for effective interaction online

This chapter covers mastering online communication, overcoming information overload, and establishing a robust online presence through diverse media. Learn to create attention-grabbing, high-quality content and find your unique voice to stand out in the digital world.

Master your online voice: Create content that resonates and reflects your true self.



Chapter IV

How to establish virtual teamwork, improve organizing and sharing resources online for better online communication

Explore virtual teamwork and resource sharing in remote work environments. This chapter focuses on building robust and productive team relationships online, essential for NEETs entering the digital job market. Learn how to bridge physical distances, foster collaborative exchanges, and turn remote work challenges into opportunities for growth and team cohesion.