



Managing Multiple Priorities

1 Day

Plan and organize your work and time to meet objectives and reporting requirements

As an office professional you are confronted and pulled by a multitude of demands throughout the day. There are unexpected interruptions by colleagues, telephone calls, emails and urgent requests from clients, meeting assignments, and new project tasks to juggle. Conquer the stress associated with handling multiple tasks and deadlines. By adopting portable techniques for managing your time and schedule you'll achieve maximum productivity and put the "sanity" back into your day.

HOW YOU WILL BENEFIT

In this 1-day workshop you'll learn how to best organize your time and to get all of your tasks done in order of priority.

After the workshop, you will be able to:

1. Avoid top time-wasters and discover how to manage your job.
2. Analyze your personal time log to increase efficiency.

WORKSHOP DESCRIPTION

Identify Your Priorities

- Identify your own personal time management style
- Use the "priority matrix" to distinguish between what is important and what is urgent
- Learn basic principles of effective time and self management
- Design your work plan so that it works for you

Manage Your Time Before It Manages You

- Deal effectively with common interruptions and time wasters
- Protecting the most productive part of your day
- Employ success strategies for juggling multiple projects and priorities
- Learn practical techniques for conquering procrastination

Communication as Part of Your Plan

- Identify and deal with common barriers to communication
- Understand how to deal with the reality of "responsibility without authority"
- Find out how to handle delegation from others effectively

BUILD YOUR COMPETENCY IN

- Establishing priorities, objectives, action plans
- Scheduling and implementing project plans so that your work is completed on time and within deadlines
- Monitoring progress and adapting your plan so that completion timeframes are not compromised
- Ensuring that resource commitments and reporting requirements are met

ATTEND THIS WORKSHOP IF YOU...

- Must manage multiple priorities and competing deadlines
- Need to defeat your urge to procrastinate
- Want to improve your productivity
- Are a manager, supervisor or team leader who delegates work or does project work
- Are an office manager, administrative assistant or secretary assigned with multiple duties

HOW TO REGISTER

To register, call **(613) 727-7729**

Or email training@algonquincollege.com

Dates: September 28, 2009

December 17, 2009

February 2, 2010

8:30 a.m. to 4:00 p.m.

Fee: \$350 (plus GST) for 1-day program

Location: 340 Albert Street, 11th Floor
Constitution Square, Ottawa

Check-in, coffee and muffins start at 8:00 a.m.

Afternoon refreshment provided.

Participants receive an Algonquin College Statement of Achievement. Group size is limited to 20.

On-site delivery of this workshop is available.

IAN HENDERSON

Committed to enriching people's lives and work, Ian's programs focus on self-development and on realizing a healthy, well-balanced work and home life. Working with Algonquin College for over 30 years, Ian has mentored countless facilitators, prepared newly recruited continuing education instructors, and aided loaned representatives at United Way/Centraide Ottawa to achieve Campaign results. He is a certified grief educator working in the area of bereavement and facilitates grief support groups. Ian's instructional design and delivery focus is in leadership development for first-time managers, supervisors and team leaders; time and stress management; achieving work-life balance; and helping people to fully develop their communication skills. He is a certified Myers-Briggs® facilitator.