

Managing Priorities, Tasks and Deadlines

1 Day

Adopt portable techniques for managing your time and schedule

As a working 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.

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. By adopting portable techniques for managing your time and schedule you'll achieve maximum productivity and put the "sanity" back into your day.

LEARNING OBJECTIVES

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

WHO SHOULD ATTEND

- Those who must manage multiple priorities and competing deadlines
- Those who need to defeat their urge to procrastinate
- Those who want to improve their productivity
- Managers, supervisors or team leaders
- Office managers, executive or administrative assistants

HOW TO REGISTER

CALL 1.833.282.6852

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