

MANAGING MULTIPLE PRIORITIES

Focus on what matters. Get more done.
Achieve your goals with confidence.

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. This workshop shows you how to organize your workflow, prioritize effectively, manage your time, delegate with confidence, and take control of the things that derail your productivity.



DELIVERY

Live Virtual
Instructor-Led



RESOURCES

Learning Guide
+ Guided Exercises



LANGUAGE

English or French



OVERVIEW

This practical workshop helps you make the most of your time by getting a grip on your workflow, organizing your physical and digital workspace, creating a system to track all your priorities, and effectively delegating tasks to others.



WHO THIS COURSE IS FOR

- ✓ Employees, managers, administrators, and professionals handling multiple responsibilities.
- ✓ People who want to improve focus, organization, and productivity.
- ✓ Teams and individuals seeking practical strategies to manage priorities and achieve goals.



EXPECTED OUTCOMES

Once you've completed this training, you will:



Assess and execute workload priorities consistently.



Organize yourself and your workspaces for peak performance.



Make time for the "important" vs the "urgent".



Set and achieve goals with confidence.



Delegate tasks effectively.



Overcome procrastination and stay focused.



Take control of what derails your productivity.

COURSE TOPICS

01



Introduction & Course Overview

- Identify personal challenges
- Set learning objectives

02



The Power of Change

- Focus on results, not activities
- Apply time management best practices
- Time Management Survey

03



Changing Your Perspective

- Eisenhower's Urgent/Important Principle
- Avoid the "activity trap"
- Mindfulness & multitasking myth

04



Promoting Focus & Productivity

- Planning tips and techniques
- Be proactive, not reactive
- Set up a daily routine

05



Getting Organized

- Organize your digital workspace
- Create collection systems
- Workload & Information Management

06



Effective Delegation

- Six steps of effective task delegation

07



Putting an End to Procrastination

- Understand why we procrastinate
- 3 steps to overcoming procrastination
- Eat the frog!

08



Conclusion

- Create a realistic action plan
- Next steps



GUIDED PRACTICE

Practise time management and productivity techniques in realistic workplace scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world strategies and immediate application.



IMMEDIATE IMPACT

Apply your new skills immediately.