



## Managing Multiple Priorities

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they jump from one task to another, trying to get everything done.

In this workshop, you will learn how to make the most of your time by getting a grip on your work flow, organizing your physical and digital workspace, creating a system to track all of your priorities and effectively delegating tasks to others.

### Workshop Learning Outcomes

Once you've completed this training, you will:

- Better assess and execute workload priorities on a consistent basis
- Better organize yourself & your workspaces (physical & digital) for peak performance
- Make time in your schedule for the "important" vs the "urgent"
- Understand the importance of setting and achieving goals
- Know how to delegate effectively
- Apply techniques for overcoming procrastination
- Take control of the things that derail your productivity

### Introduction and Course Overview

- Identifying personal challenges to achieving optimum productivity
- Setting personal learning objectives

### The Power of Change

- The importance of focusing on results and not activities
- The benefits of applying time management best practices
- Time Management Survey (Identifying beliefs & behaviours)

### **Changing our perspective**

- Applying Eisenhower's Urgent/Important Principle
- Avoiding the "activity trap"
- Focusing on the important while managing the urgent
- Mindfulness: Debunking the multi-tasking myth

### **Promoting Focus & Productivity**

- Planning Tips and Techniques
- Promoting Focus and Productivity
- Becoming more proactive and less reactive
- Setting-up a daily routine

### **Getting organized**

- Organizing your digital workspace
- Creating and organizing collection systems
- Applying the Workload and Information Management Process
- Six steps of effective task delegation

### **Putting an end to procrastination**

- Understanding why we procrastinate
- 3 steps to overcoming procrastination
- Eating the frog!

### **Conclusion**

- Creating a realistic action plan
- Next steps

### **Workshop Formats:**

- Live Webinar : Two 2.5 hour sessions
  - \*Includes: - A detailed PDF Learning Manual
  - Unlimited Complimentary Email Coaching