



### Getting It Done: Priority Management

Workshop Duration: 1 Day

Facilitation in English

#### Workshop Description

Today's professionals are involved in multiple projects—all competing to be "top priority". More than ever, it is critical to have a clear understanding of what constitutes a priority, how to deal with constantly changing priorities, and how to strategize so that we can be productive and address our true priorities.

This workshop is designed to help you understand and implement best practices in priority management, in a manner that meets your needs in an ever-changing workplace and culture. This facilitated workshop is highly interactive, and provides you with time and space to focus on your critical priority management issues, and develop an action plan.

#### Who Should Attend

Senior management staff, managers, employees, consultants and self-employed individuals

#### What You Will Learn

- How to see time as a critical, manageable asset
- Common myths about time management
- How to identify obstacles and time wasters
- Techniques to eliminate procrastination
- The definition of a priority
- What priority systems are and how to use them
- Strategies for managing priorities in a multi-project environment
- How to plan for the "unexpected"
- The surprising relationship between time management and stress
- Techniques for negotiating deadlines
- How to manage the tyranny of email, phone calls and voice mail
- How to develop a personal priority management action plan

#### At the end of this workshop, you will be equipped to:

- Discover and eliminate time wasters
- Set aside time to manage time
- Establish your true priorities
- Deal efficiently with the unexpected
- Spend your time on the things that count the most!

