

## Prioritizing Your Time Effectively | 2 Days

Time is limited, so getting the most out of every minute is critical. In this course, you will learn to improve your focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of your time. You will acquire time management tools and decision-making techniques to help you focus on purpose and achieve your goals, balancing the needs of both your business and personal life.

### WHO SHOULD ATTEND:

Professionals wishing to maximize their productivity and efficiency by investing their time more effectively.

### JOB ROLES:

Personal Development  
Leader of Teams/Projects  
Leader of Managers/Departments  
Leader of Organizational Strategy

### OBJECTIVES:

- Time Management
- Prioritization
- Organization
- Workflow
- Productivity

### COURSE OUTLINE:

#### Wise Time Management

Identifying Time Wasters  
Applying the 80/20 Rule  
Utilizing Calendars  
Creating Rituals

#### Prioritizing Your Time

Taking Charge of Your Time  
Protecting Your Time through Assertiveness

#### Planning Wisely

Managing the Power of Your Productivity Journal  
Finding Hidden Time  
Chunking, Blocking, and Tackling

#### Organizing Your Workspace

Decluttering  
Managing Workflow  
Taking Control over Email

#### Tackling Procrastination

Knowing Why You Procrastinate  
Nine Ways to Avoid Procrastination

#### Crisis Management

Weathering the Storm  
Creating and Executing a Plan  
Applying Lessons Learned

#### Increase Your Productivity

Applying Productivity Tools  
Finding What Works  
Eliminating the Word Should  
Building on Success

## We Ensure Personal & Professional Growth Through:



### TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

eBooks, On-Demand Courses, Quick Videos,  
Personal & Team Assessments, Tools & Templates.