

How to Manage Time, Priorities and Deadlines

Learn to integrate the skills of time management and priority management into a single self- management system.

YOU WILL LEARN

- Use strategies and tactics that increase effectiveness and increase personal productivity
- Examine time demands and discover ways to do the right things at the right time
- Use organising and planning tools that maximise the organisational efforts busy people are presently using to manage their time
- Separate the urgent from the important
- Use an easy technique for sorting priorities and identifying a performance sequence for maximum results and increased productivity
- Handle the paper flow and information overload
- Use a holistic approach to work management that will reduce personal anxiety and offer plans for altering counter-productive activities
- Integrate the principles of time and priority management into a personal strategy for increased improvement and productivity in your work

COURSE HIGHLIGHTS

1. Projects, Priorities and Deadlines
2. Time and You
3. The Basics of Management
4. Balancing Your Life
5. Pinpointing Priorities
6. Priorities and Strong Relationships
7. Project and Task Management

DURATION

2 days