

# Managing Time and Priorities

Duration: 4-8 Hours

For  
Supervisors  
and  
Managers

## Course Description:

Developing your ability to set goals, focus on priorities, and manage simultaneous responsibilities and activities is essential in today's fast-paced, ever changing work environment. Taking control of your workday is crucial for staying focused and enhancing productivity and success. This powerful workshop will help you manage multiple demands and priorities, get more done in less time, keep on top of numerous projects and deadlines, and eliminate pressure and stress from your work day.

This course is based upon active learning, with rich, interactive exercises and applied experiences.

## Learning Objectives:

At the end of this course, participants will be able to:

- Plan and prioritize each day's activities in a more efficient, productive manner
- Identify and recognize their Time-Management Personality Profile
- Overcome procrastination quickly and easily
- Handle crises effectively and quickly
- Organize their workspace and workflow to make better use of time
- Delegate more efficiently
- Utilize stress management techniques

## Outcome:

*Enhanced ability to manage priorities and time more effectively resulting in higher productivity and overall efficiency.*