

priority management



COURSE HIGHLIGHTS

- Determining when something is important
- Learn how to identify a project's "critical path"
- Evaluate when and how to hand off tasks and the rewards that comes with a successful hand off
- Protecting planned time and how to use that time wisely
- Tips on how to get organized
- Creating SMART goals

THE DAY'S FORMAT

Discussion: Types of things that are important – 1½ hours

Exercise: Identifying priorities – 1 hour

Discussion: Hand offs: when & how to take them – 1½ hours

Exercise: Managing the Critical Path – 1 hour

Exercise: Goal setting – 1 hour

PRICE: \$250 per person

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"Priority Management is the art of preparing sumptuous meals by applying the science and techniques that help you not let something on the 'back burner' turn to charcoal because you forgot it while you were focused on the 'front burner stuff.'"

SOLUTIONS THAT WORK FOR YOUR BUSINESS.

This course is designed for business professionals who are trying to gain more insight into the valuable technique of priority management. Priority management is the first step to effective Time Management.

Priority management illustrates how to keep the things that **are** important separate from the things that only **look** important. It ensures that within the realm of all the tasks that have to be accomplished, those items that are the most important get taken care of first, and that everything that needs handled gets taken care of eventually.

Utilizing proper priority management tools is a fundamental skill that can be employed in many aspects of the day-to-day job to allow an employee to become more efficient, and therefore more valuable.

