Global Knowledge ™

Managing Multiple Priorities: Work Smarter, Not Harder

Duration: 1 Days   Course Code: MMP100E

Overview:

Are you always running out of time? You're not the only one. Workloads are increasing and that leads to more stress, errors and the feeling that you have no control over your work. In this training course, you learn about time wasting,

Target Audience:

Managers, supervisors, section heads, and team leaders Secretaries, clerks, administrative and support staff Coordinators, assistant directors, payables and receivables clerks Purchasing officers, production personnel, sales and marketing representatives Anyone who finds themselves juggling multiple tasks and deadlines

Objectives:

- What You'll Learn

- Identify top time-wasters and discover how to manage your job instead of letting your job manage you

-

- Analyze your personal time log to increase efficiency

-

- Overcome procrastination

Prerequisites:

There are no prerequisites for this course.

Follow-on-Courses:

There are no follow-ons for this course.

Content:

Course Outline

1. Getting organized/planning for results

- Differentiating between reactive and proactive planning

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between

2. Juggling multiple/competing priorities

- Identifying the difference between procrastination and justifiable delay

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses

3. Personal time and self-management skills

- Understanding the relationship between time and choice

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses

- urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track

- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others

- your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between

- day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between

- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with

- excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- Identifying/dealing with time wasters and interruptions
- Utilizing to-do lists to keep you on track
- Applying Murphy's Laws: the art ; skill of planning for the unexpected
- Protecting the most productive part of your day
- Clustering common tasks for greater efficiency/ effectiveness
- Managing the paper flow more effectively
- The 80/20 rule: using Pareto's principles to identify key result areas
- Identifying priorities when everything seems important: the ABC's
- The priority matrix: distinguishing between urgent and important tasks
- Handling the pressures of juggling multiple tasks, deadlines and bosses
- Accommodating shifting priorities and last minute projects
- Ensuring your priorities are in sync with organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

- organization priorities
- Negotiating shifting priorities: getting understanding and agreement
- Dispelling some common myths and misconceptions about time usage
- Using time logs to better understand your time management challenges
- Learning when and how to say no without offending others
- Conquering the "I can do it better/quicker myself" syndrome
- Understanding the difference between excellence and perfection
- Tips/techniques in overcoming and conquering procrastination

Further Information:

For More information, or to book your course, please call us on 0800/84.009

info@globalknowledge.be

www.globalknowledge.com/en-be/