

Managing Priorities and Productivity

What will you learn?

- Meet deadlines and assess the importance of each tasks
- Focus on important and critical goals
- Multitask more effectively and get organized
- Increase your productivity at work
- Take control of your priorities

Why should you take this course?

This course is for you if you find yourself having to meet deadlines and multitask in your position. You will learn how to manage your time, effectively so that you never come close to missing deadlines. You will also learn how to prioritize tasks and increase your productivity so that you can maximize your time at work and more quickly reach your career goals.

Overview and Course Content

In today's fast-paced business environment, the ability to manage your priorities and productivity is crucial to lasting success. We are increasingly expected to multitask and manage a multi-disciplinary workload, but without the right tools this can quickly become overwhelming. This course will give you the tools to guide you through the many challenges of finding a well-balanced pace.

Prioritize Your Tasks

- Manage your workload
- Assess the importance of tasks
- Set your goals
- Learn when to say 'no'

Increase Your Productivity

- Focus on results
- Overcome procrastination
- Manage stress and energy
- Achieve a positive life/work balance

Leverage Technology

- Use tools to help save time
- Organize your emails and meetings

Deal With Distractions

- Learn to handle other claims on your attention
- Work effectively in an open office
- Manage unplanned interruptions

Manage Your Time

- Acquire techniques in planning and scheduling
- Identify mismanaged and wasted time
- Distinguish when to multitask and when to focus
- Negotiate deadlines

Who is your instructor?



Jennie Constantinides designs and delivers training in leadership, teamwork, communications, managing performance, implementing change and dealing with stress. She trains managers to recruit, develop and retain the best people for their organizations. Jennie speaks at conferences, has published in various trade magazines, and designed over 100 training manuals, guides, job-aids, audio-visual learning materials and e-learning courses. With a Masters of Law degree, Alternative Dispute Resolution, (LL.M., PRD), and as an accredited workplace mediator (IMAQ), Jennie helps organizations deal with conflict constructively.