

Prioritizing Your Time Effectively

Overview

In this course, students will learn to improve their focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of their time.

Target Audience

Professionals wishing to maximize their productivity and efficiency by investing their time more effectively.

Course Objectives

After completing this course, students should have a plan to improve your:

- Time Management
- Prioritization
- Organization
- Workflow
- Productivity

Course Outline

1 - Wise Time Management

Identifying Time Wasters
Applying the 80/20 Rule
Utilizing Calendars
Creating Rituals

2 - Prioritizing Your Time

Taking Charge of Your Time
Protecting Your Time through Assertiveness

3 - Planning Wisely

Managing the Power of Your Productivity Journal
Finding Hidden Time
Chunking, Blocking, and Tackling

4 - Organizing Your Workspace

Decluttering
Managing Workflow
Taking Control over Email

5 - Tackling Procrastination

Knowing Why You Procrastinate
Nine Ways to Avoid Procrastination

6 - Knowing Why You Procrastinate

Weathering the Storm
Creating and Executing a Plan
Applying Lessons Learned

7 - Increase Your Productivity

Applying Productivity Tools
Finding What Works
Eliminating the Word "Should"
Building on Success
