



Prioritizing Your Time Effectively

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.

Length Days: 2 | Length Hours: 16

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