

## Prioritizing Your Time Effectively 2 day

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.

### *Learning 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

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

### 2 - PRIORITIZING YOUR TIME

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- Taking Charge of Your Time
- Protecting Your Time through Assertiveness

### 3 - PLANNING WISELY

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

### 4 - ORGANIZING YOUR WORKSPACE

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- Decluttering
- Managing Workflow
- Taking Control over Email

### 5 - TACKLING PROCRASTINATION

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- Knowing Why You Procrastinate
- Nine Ways to Avoid Procrastination

## **6 - KNOWING WHY YOU PROCRASTINATE**

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- Weathering the Storm
- Creating and Executing a Plan
- Applying Lessons Learned

## **7 - INCREASE YOUR PRODUCTIVITY**

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- Applying Productivity Tools
- Finding What Works
- Eliminating the Word “Should”
- Building on Success