

Prioritizing Your Time Effectively

Overview

Time is limited, so getting the most out of every minute is critical. 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. Students will acquire time management tools and decision-making techniques to help focus on purpose and achieve your goals, balancing the needs of both business and personal life. This course may earn a Credly Badge.

Target Audience

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

Course Objectives

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

[Register Online](#)

Schedule

Class Length: 2 Days

G2R = "Guaranteed to Run" OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
07/07/22	G2R	4:00PM - 12:00AM	Athens	OLL	Call
10/03/22		6:00PM - 2:00AM	Athens	OLL	Call

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 - Crisis Management

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
