

## Prioritizing Your Time Effectively | 2 Days

Time is limited, so getting the most out of every minute is critical. In this course, you will learn to improve your focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of your time. You will acquire time management tools and decision-making techniques to help you focus on purpose and achieve your goals, balancing the needs of both your business and personal life.

### WHO SHOULD ATTEND:

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

### JOB ROLES:

Personal Development  
Leader of Teams/Projects  
Leader of Managers/Departments  
Leader of Organizational Strategy

### OBJECTIVES:

- Time Management
- Prioritization
- Organization
- Workflow
- Productivity

### COURSE OUTLINE:

#### Wise Time Management

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

#### Prioritizing Your Time

Taking Charge of Your Time  
Protecting Your Time through Assertiveness

#### Planning Wisely

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

#### Organizing Your Workspace

Decluttering  
Managing Workflow  
Taking Control over Email

#### Tackling Procrastination

Knowing Why You Procrastinate  
Nine Ways to Avoid Procrastination

#### Crisis Management

Weathering the Storm  
Creating and Executing a Plan  
Applying Lessons Learned

#### Increase Your Productivity

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

## We Ensure Personal & Professional Growth Through:



### TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

eBooks, On-Demand Courses, Quick Videos,  
Personal & Team Assessments, Tools & Templates.

## Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

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#### Reinforcement Videos

- Habit 3: Put First Things First featuring Stephen Covey
- Priorities: Making Trusted Choices featuring David Allen
- Aligning Vision with Priorities featuring Robert Kaplan
- Effective Leadership: A Process of Continuous Self-Improvement featuring Marty Evans
- The 8th Habit: From Effectiveness to Greatness featuring Stephen Covey
- Build in your Personal Reset Button: The Weekly Review featuring David Allen
- Nurturing Your Own Creative Thinking featuring Gaia Grant
- The Myth of Multitasking featuring Tony Schwartz
- The New Time Management featuring Jurgen Wolff
- Time Management: The Root Cause of Procrastination featuring Dan Ariely
- How to Match Your Time with Your Key Priorities featuring Robert Kaplan
- Avoid Distractions at Work featuring Laura Stack

#### Book Summaries

- Know-How: The 8 Skills That Separate People Who Perform From Those Who Don't by Ram Charan
- Creating the Accountable Organization: A Practical Guide to Improve Performance Execution by Mark Samuel
- The 8th Habit: From Effectiveness to Greatness by Stephen R. Covey
- The Age of Speed: How to Thrive in a More-Faster-Now World by Vince Poscente
- Leadership in the Era of Economic Uncertainty: The New Rules for Getting the Right Things Done in Difficult Times by Ram Charan
- Predictable Results in Unpredictable Times by Stephen R. Covey, Bob Whitman and Breck England

#### Blueprints

- *Time Management Strategies for CEOs: Where to Focus Efforts that Will Have the Most Impact on the Bottom Line of the Company* by Paul J. Galeski P.E., David A. Hoelt and R. Edward Howell

#### Leader-Led Activities

- *Realistic Goals Discussion Guide*
- *Getting Organized Facilitation Guide*
- *Strategic Framework Facilitation Guide*
- *Using a Priority Matrix Facilitation Guide*
- *Start with Yourself Application Guide*

#### Self-Assessment

- Realistic Goals
- Value Drivers
- Personality Type
- Getting Organized

#### Challenge

- Challenge: Setting and Managing Priorities

#### Tools

- Strategic Framework
- Goal Rating
- Leadership Vision and Values
- Discretionary Time
- Priority Matrix
- Priority Disruptions

#### Test

- Leadership Advantage Test Yourself: Setting and Managing Priorities

#### Core Message

- Leadership Advantage: Setting and Managing Priorities 2.0

#### Case Study

- Prioritizing Business Goals
- Personal Values Influence Priorities
- Personalities and Priorities
- Categorizing Priorities

#### Key Concept

- Key Concept: A Strategic Framework for Priorities
- Key Concept: Priorities Need Realistic Goals
- Key Concept: Prioritizing Goals
- Key Concept: Start with Yourself
- Key Concept: Personal Values and Priorities
- Key Concept: Personality Types and Priorities
- Key Concept: Priority Management Toolkit
- Key Concept: Decide to Get Organized
- Key Concept: Prioritize Your Tasks
- Key Concept: Minimizing Priority Disruptions

#### e-Books

- *Make Every Second Count: Time Management Tips and Techniques for More Success with Less Stress*
- *Time Management Secrets: The Experts Tell All*
- *Time Management: Set Priorities To Get The Right Things Done*

#### Videos/Courses

- *Time is the Most Precious Resource*
- *Finding Time for Innovation*
- *Time Management: The Six Box List*
- *How to Manage Your Time and Energy*

Materials listed above are representative and do not include all assets, which are subject to change as titles and resources are always being updated.