

## Prioritizing Your Time Effectively

### Overview

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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

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

### Course Objectives

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

- Time Management
- Prioritization
- Organization
- Workflow
- Productivity

### Course Outline

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#### 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

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