

## Prioritizing Your Time Effectively

### Overview

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

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

[Register Online](#)

### Schedule

Class Length: 2 Days

G2R = "Guaranteed to Run" | OLL = "Online LIVE"  
 ILT = "Instructor-Led-Training"

10/08/20	9:00AM - 5:00PM	Norfolk-Virginia Beach, VA	OLL	\$1,500.00
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#### **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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