

MANAGING MULTIPLE PRIORITIES



**CALL
TODAY!**

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TIME MANAGEMENT SKILLS
Class Format:
On-site & Virtual

As you know, rarely do you ever have just one project to work on. In the business world, the ability to juggle multiple responsibilities and tasks is essential. At times it can get a bit overwhelming. Elevate's ***Managing Multiple Priorities*** seminar will show you how to cope with several demanding priorities at a time while giving them all the attention and care they deserve.

IN THIS COURSE, YOU WILL:

- How to reap the benefits of better planning
- How to get organized and stay that way
- How to meet deadlines without fail
- How to make sure your real "top priorities" don't get lost in the shuffle
- Handle project changes and emergencies with ease
- Become more productive, more effective and less stressed

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