



Managing Multiple Priorities

Overview

Rarely do people ever have just one project to work on. In the workplace and the ability to juggle multiple responsibilities and tasks is essential. At times it can get overwhelming, causing stress and loss of productivity and focus. Elevate USA's Managing Multiple Priorities program will show participants how to cope with several demanding priorities at a time, while giving each the attention and care they deserve.

Learning Objectives

- 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

Course Agenda (one day)

Module 1: Planning for Productivity

- Establishing Priorities to Get the Most of Your Time
 - Identify Your "Prime Time"
 - Six Steps to Prioritize Your Projects
- Essentials of Planning
 - Creating a Productivity Journal
 - Maximizing the Power of Your Productivity Journal
 - The Glass Jar: Rocks, Pebbles, Sand, and Water
 - Chunk, Block, and Tackle
 - Follow Through and Follow Up
- Organization Musts
 - Overcome Disorganization with a System
 - Plan Your Work ... Work Your Plan

Module 2: Scheduling Hacks

- Deadline/Payoff Matrix
- Paired Comparison
- The Secret to Getting the job Done
 - The 80/20 Rule
 - The Urgent/Important Matrix

Module 3: Crisis Management

- When the Storm Hits
 - Gathering and Analyzing Data
 - Creating an Action Plan
 - Executing the Action Plan