



Working on the right things and
using your time wisely

Managing Your Priorities and Time Workshop Description

Overview

Working on the right things (priority management) and using your time wisely (time management) are both critical to success on the job. In this workshop you will learn how to identify priorities within your own job and how to deal with inhibitors to managing those priorities. You will then learn and apply ways to eliminate time wasters and more effectively manage your time when opening your day, closing your day and working throughout the day.

Objectives

Upon completion of this workshop participants will be able to:

- Identify inhibitors to managing priorities.
- Use a priority grid to manage their own priorities.
- Identify barriers to effectively using their time.
- Monitor and eliminate major time wasters.
- Create an action plan for implementation back on the job.

Learning Methods and Delivery

Managing Your Priorities and Time utilizes the latest in adult learning methodology including large and small group discussion, individual application and real on-the-job examples.

Managing Your Priorities and Time can be delivered by our facilitators or certified client facilitators.

Target Audience

This workshop is adaptable for groups of managers, non-managers or mixed audiences

Learning Time

3 hours

Class Size

Typical class size 12 to 20



30700 Telegraph Road, Suite 4566
Bingham Farms, MI 48025
Phone 248.258.0026 Toll Free 866.313.6740
Fax 248.258.0343

www.prismlls.com