



Priority Management

Course Description

Prioritization is the key to getting the most productivity from your day, and from your team. Without clear priorities, you can end up bouncing from one activity to another, only doing what's easy, or focusing on other people's priorities rather than your own because there's always urgent email or insistent phone calls to do.

We do those things that are in our face, they seem urgent - but they are not really that important. We should be focused on things that are not as urgent as they are important – this is what will further our organization's and our career.

Your day can be much less stressful and more satisfying if you prioritize your tasks and then complete them in the right order. It's amazing how much better you can feel with organization around priorities.

Once you finish this workshop you'll have the tools you need to prioritize your workload more effectively – the key to a much more productive day.

During this 4-hour workshop we will focus on:

- ▶ How to **prioritize** your work and decide which activities come 1st, 2nd, 3rd, etc.
- ▶ How to **overcome procrastination** and tackle the important tasks
- ▶ Maximize the effectiveness of your **delegation**
- ▶ **Organize your workplace** in a creative and effective way.
- ▶ How to use **Microsoft Office tools** such as Outlook's email, robust calendar and task management features to better organize and prioritize your work.
- ▶ Fun is built into every workshop in LeaderPRO!

Workshop Objectives, Goals & Outcomes:

- ▶ Apply techniques to prioritize and organize tasks, projects, and goals to be more productive and efficient.
- ▶ Ability to confidently delegate many of your routine tasks to free up valuable time to work on important tasks.
- ▶ Recognize the signs and symptoms of procrastination and explore how to focus your attention on doing rather than avoiding.
- ▶ Identify how to set the stage for a highly effective workspace - one that fits your style and habits.
- ▶ Grow your ability to use Microsoft Office email, calendar and task management features.
- ▶ Practice new skills with hands-on relatable/relevant case studies.

Our Facilitator Jennifer Buchholz

Jennifer is a Certified Master Facilitator for the Microsoft Office Suite. She has expert skill and knowledge on how to teach the use of all Microsoft products. In this workshop you'll learn how to use Outlook's robust calendar and task management features to better organize your work. Jennifer will explain how to break down your to-do list and prioritize work—valuable time-management techniques that can serve you in any application—and then use different Outlook features to handle each type of task.

Jennifer covers how to manage priorities, including using your calendar as a prioritization tool, keeping your meetings action-focused, and shifting priorities when the need arises. She knows how to use the Outlook calendar to handle both business and personal schedules, from making appointments for yourself to creating meetings with others. She discusses the difference between Outlook tasks and to-do lists and explains how to create, delegate, and track tasks, as well as send status updates to task owners. She also explains how to use flags to provide visual reminders and add due dates to high-priority emails and tasks.