



Priority Management

Course Description

Leaders are often occupied with several tasks and managing all the work can get overwhelming. 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.

Understanding and utilizing priority management skills can help you complete all your tasks in order and on time. Your day can be much less stressful and more satisfying. It's amazing how much better you can feel and how much more productive you can be when you eliminate the overwhelm!

Once you finish this workshop, you'll have the tools you need to prioritize your workload more effectively.

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 always included in every LeaderPRO workshop.

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.