

## PRIORITY MANAGEMENT

### OBJECTIVES

At the end of the course, the participant will recognize the causes of time management problems and will implement the solutions taught throughout their training. They will be better equipped to manage their time and priorities within the context of their daily employment.



This course will help the participant to work better individually and collectively. The learning activities will assist the participant in finding easy courses of action that they can integrate into their everyday actions. Thus, their results will be greater and easier to achieve.

### TARGET CLIENTELE

Anyone who would like to become more efficient in managing their time

### PREREQUISITES

None

### COURSE SYLLIBUS

#### 1. Identify efficiency problems in managing their time

- The value of time
- The effects of bad time management
- What eats up your time
  - Factors that reduce efficiency

#### 2. The pitfalls of the speed era and the impact on behavior

### **3. Managing your energy**

- The essential element of high performance
- Managing your stress levels

### **4. Set aside time for yourself while working**

- How to properly organize

### **5. Control your waste of time**

- Tricks to help you better organize
- Tools to use
- The advantages of efficient management

### **6. Tools to better manage your time**

- Toolbox
- Communication
- Self-awareness
- Analysis
- Micro-planning
- Rigor
- Perseverance
- Agenda / Calendar
- Basic notebook and the end of Post-its

### **7. Establishing priorities and heeding them**

- Establishing priorities
  - Urgent, non-urgent, important, unimportant
  - Short, medium and long-term
  - The assessment chart
- Comply with your deadlines by planning your work

### **8. Accept or refuse requests from others without damaging the relationship**

### **9. Delegating to the right person**

- The art of delegating
  - Resistance and progress

### **10. Establish good communication**

**11. Prepare an action plan to properly manage your time**

- Implement actions for optimal priority management
- Apply corrective measures