



# Beating the Clock: Prioritization & Personal Time Management

Multi-tasking is a necessary part of the business environment, but if not managed properly, can lead to confusion, duplication, frustration, stress, and loss of motivation.

During this 1-day course you will learn to get the upper hand on the constant demands by applying specific techniques to prioritize projects and tasks, and use an analytical approach to manage your time. We will discuss the roots of time management issues: setting priorities, being proactive, communication and behaviour patterns, and staying focused.

## LEARNING OBJECTIVES

Participants will gain practical skills to:

- Create time management and prioritization strategies.
- Plan and control the work day.
- Reduce stress and increase sense of personal control.
- Assign priorities objectively, setting goals and rewards.
- Control reaction to “those who scream the loudest”.
- Set personal rules for communication and behaviour, and recognize when to break them.

## WHO SHOULD ATTEND

The Beating the Clock course is appropriate for individuals who:

- Are struggling with prioritization in a multi-tasking environment.
- Hold dual roles such as supporting project and organizational requirements.
- Are Project Managers struggling with prioritization between projects.

## PREREQUISITE

There is no prerequisite for this course. It functions as a stand-alone course.

## MATERIALS

You will receive a course binder containing copies of presentation slides, templates and a reference list.

## WHAT YOU WILL LEARN

### Introduction

- Discussion of seminar objectives
- Identifying a time management strategy

### Time Management Personality Types

- Time management types
- Time management types strengths and weaknesses
- Working with the opposite type
- Personal SWOT analysis

### Prioritization Strategies

- The 80/20 rule
- Principles of prioritization
- Personal professional goals

- List tasks and assignments
- Prioritization tools
- Triage prioritization technique
- ABC prioritization technique
- Quadrant prioritization technique
- Simple Balanced Matrix prioritization technique
- Weighted Matrix prioritization technique
- Other prioritization tools

### Assigning Resources

- Time allocation
- Scheduling tasks and assignments
- Delegating and contingency
- Negotiating priorities

### Time Bandits

- What are time bandits
- E-mail
- Elements of efficient meetings
- Filing systems
- PDA's

### Conclusion

- Discussion of lessons learned

## RELATED COURSES OF INTEREST

- Project Management Essentials
- Business Analysis Essentials

## FOR MORE INFORMATION

Procept Associates Ltd.

1-416-693-5559

[info@procept.com](mailto:info@procept.com)

[www.procept.com](http://www.procept.com)