

## Taking Control of Time and Priorities

### Course Description:

Being busy and fully scheduled does not always equate with being productive. Too often our hectic schedules cause us to become passive about our time management and we end up reacting to everything that comes our way instead of strategically looking at what needs to be done and planning for it.

This course is designed to develop and improve productivity and time management skills, and will equip individuals with the tools, knowledge, insights and skills to make them more effective and productive. Participants will take control of their working environment as they learn how to plan each day, prioritize tasks, say 'no' to nonessential demands, delegate, limit distractions and manage multiple priorities and tasks more effectively.

### Learning Objectives:

Upon completion of this workshop, participants will:

- Determine how out of control your workday really is and why;
- Develop a more focused approach to daily and long-range tasks;
- Develop strategies to schedule tasks in accordance with their company's true priorities;
- Identify and eliminate personal time robbers – procrastination, disorganization, interruptions, lack of communication, and others –that stop productivity;
- Analyze the five critical steps to personal effectiveness, and
- Create and use a personal time and task management system.

### Who Will Benefit:

This course is for managers, section leaders, lead hands, administrative staff and any other employees who feel the challenge of controlling their time and priorities.

### Content:

The course emphasizes participant involvement using a combination of lecture, discussion, casework and exercises to support and reinforce personal learning.

Topics covered include:

- Challenges to gaining control of your workday
- The Big 3 productivity killers
- 10 Golden Rules of time management
- Dealing with time and priority challenges
- Overpowering procrastination (by yourself and by others)

#### Cancellation Policy

An administration fee will be charged for cancellations less than 14 days prior to the course date. Substitutions will be permitted at any time. Course transfers may be made without penalty. The BRC reserves the right to cancel any seminar and will, in such event, fully refund all registration fees. No liability is assumed by the organizers for changes in seminar dates, content, speakers or venue.

- 5 steps for improving your personal effectiveness
- Planning and preparing to handle competing priorities
- Time management matrices
- Organizing through scheduling
- Organizing through delegation
- Improvement and growth of personal organization habits

### **Complimentary Courses:**

This course is part of The BRC's "Level I" series of management development courses, and provides a solid foundation for managers wishing to enhance their performance skills. Additional extension courses within Level I include:

- Effective Communication in the Workplace
- How to Succeed as a Manager
- Dealing With People (Difficult or Otherwise)

### **Location:**

On-Site

### **Duration:**

1 Day - full course outline

1/2 Day - higher level overview, reduced exercises

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