Planning & Prioritisation

INTENDED FOR:

Anyone who would benefit with help in planning and prioritising their workload

OUTLINE PROGRAMME:

The “Three Ps” of Effective Time Management
Ten Myths About Time
Time Wasters
Making the Best Use of Time
Interruptions
Why Do We Procrastinate
Ways To Overcome Procrastination
Timing
Get The Most Out Of The First Two Hours Of The Day
Avoid Meetings With Time Wasting Morons
Filing
Logic Based Disposal
Other Filing Tips
Managing Your “To-Read” Pile
Managing Your E-mail
Why Aren’t We Organised
The Price of Not Being Organised
Using Your Calendar
Eliminating Things From Your To-Do List
Strategic Planning
Why Plan?
Visions and Missions
Goal Setting
Listing Tasks
How Do I Plan?
Prioritisation
You Can, And Should Say No
Efficiency and Effectiveness
Other Prioritisation Tips

COURSE OBJECTIVES:

By the end of the workshop you will be able to:

- Prioritise tasks by urgency and importance.
- Create an effective to-do list.
- Schedule tasks effectively.
- Deal with procrastination.