Introduction

In today’s environment, of mass communication and information overload, deciding which tasks and responsibilities take precedence on the to-do list is a major challenge for anyone, whether they’re new to the world of work or boasting many years of experience.

Through this program individuals will learn how to balance priorities they face, whether this revolves around delivering basic tasks, planning, supporting team members or even dedicating time to their personal lives.

Change is an inevitable part of life and growth. Without change, we experience stagnation, depression and even death. Change is the only thing that brings progress, and yet, it is often what we resist and fear the most! Participants will learn to deal with change and turn their fear of change into a positive, energizing force for success. To achieve anything there is always some risk involved, and by conquering the fear of risk we can get what we really want. Every fear is an opportunity to grow.

Program Objectives

This program is designed to teach you how to:
• Juggle multiple priorities
• Have the right mindset and priorities in place
• Measure your own stress levels
• Set realistic goals, attainable objectives, and useful timelines
• Balance conflicting time demands at work and at home
• Recognize and overcome the different types of stress
• Control paper clutter and email overload
• Plan and prioritize multiple tasks with competing deadlines
• Conquer procrastination

Highlights You Will Learn

• Techniques for getting a better handle on your workload and personal responsibilities
• Skills to help you feel like you are back in control
• Techniques to stay focused
• How to be productive and not busy
• Stress reduction techniques
Modules

Module 1.0 - Strategies
- Three strategies for Managing Multiple Tasks
- Barriers to Effective Task Management
- Managing work overload
- Managing your stress

Module 2.0 - Assessing
- Costs and Benefits of Multitasking
- Multitasking and the Brain – What science has to share
- Your Personal management Style
- Paying Attention To “TimeThieves” and “Distracters”

Module 3.0 - Communication and Data
- Gaining Cooperation in a Multitasking Environment
- Interpersonal Negotiation Skills – How to Handle Interrupters & Off-loaders Diplomatically
- Setting and Managing Multiple Priorities
- Using Metrics and Factual Data

Module 4.0 - Putting it into a Plan
- Multitasking Toolkit – Practical Tools for Enhancing Your Multitasking Capability
- Managing Stress and Conflict in a Multitasking Environment
- Action Plan for Immediate Application
Materials and Resources

Customized workbook and job aids that relate to the workplace, the types of transactions that you must process, and the wide variety of people that you deal with on a daily basis.

Number of Days

1.0 day

Who Should Attend?

Participants who want to be better time managers, handle competing tasks, and desire a more balanced lifestyle for their work and personal responsibilities will benefit.

This program is available on site and customized to your specific needs. Contact us for details.

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