

# Managing Work Priorities



## Overview:

The ability to organise is a skill not unlike the ability to supervise, delegate or use a computer. It can be learned, practiced and perfected. This program will show you how to prevent information overload, manage written, oral, and electronic information; Identify characteristics and myths related to time-related problems. Reduce everyday stress and frustrations and claim more time for yourself.



## Benefits of completing this course:

- Get organised, plan and prioritise
- Identify the causes of & remedies for procrastination.
- Handle visitors and office interruptions effectively.
- Break time-wasting habits.
- Bring order to a chaotic work life
- Reduce everyday stress and frustrations



## Audience:

Managers, Supervisors and staff who need help to meet their organisational objectives.



## Learning Outcomes:

- Develop planning/prioritisation competency
- Planning and prioritising
- Write goals and translate into positive action
- Manage information flow
- Techniques to plan, monitor and re-prioritise work.



## Delivery:



**Course duration:**  
**0.5 day**



## Certificate:

Certificate of Attendance



## Competencies:

- Organisation skills
- Goal setting
- Time management
- Collaboration
- Managing information
- Managing projects

### Delivery Options



Public Schedule



Live-Online



Group Training



In-house

### To book this course:

Call: **1300-2GO-CTS**

Web: [www.ctstraining.com.au](http://www.ctstraining.com.au)

Email: [info@ctstraining.com.au](mailto:info@ctstraining.com.au)

## Managing Work Priorities

### Topics covered ...



#### Setting SMART Goals

- Three Ps
- SMART Way
- Prioritising your Goals
- Evaluating your progress and Adapting

#### The Power of Routines

- Personal Routines
- Professional Routines
- Six ways to simplify your life

#### Scheduling Yourself

- Secret to Successful Time Management
- Developing a Tracking System
- Scheduling Appointments
- Managing Tasks

#### Keeping Yourself on Track

- One-minute rule
- Five-minute rule
- What to do when you feel you are sinking

#### Organising Time

- Time management problems
- Getting organized
- Planning and prioritising
- Procrastination

#### Coordinating Time with Others

- Interpersonal communication
- Office interruptions
- Effective delegation

#### Managing Information

- Managing written information
- Managing oral information
- Managing electronic information
- Managing your memory

#### Tackling New Tasks and Projects

- Using a Sliding Scale
- Checklists to get started
- Evaluating and Adapting

#### Project Management Techniques

- Creating a Schedule
- Using a RACI Chart

#### Team Time Management

- Managing team time
- Team communication and planning
- Effective use of team time

#### Managing your Workspace

- Desk space
- Filing / Using computer effectively
- Organising electronic files
- Scheduling Archive and Clean up
- Managing email

#### Tackling Procrastination

#### Delivery Options



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