Balancing Priorities and Developing Productive Work Habits

Course Objectives

Successful completion of this course will increase your ability to:

- Teach you how to kick bad work habits
- Help you stay focused on critical projects throughout the day
- Give you concrete methods to prioritize assignments
- Improve work performance and productivity
- Minimize the stress related to managing multiple tasks
- Improve worker relationships by showing the employee how to manage their work properly to avoid burdening their coworkers.
- Eliminate habits that detract from your productivity

How You Will Benefit

In our increasingly complicated world, we all strive to be productive at work. In the workplace, we may face conflicting tasks, deadlines, and expectations, making it sometimes difficult to identify what's most important. The transformation in our workplace brought about by today's technology has brought many benefits. However, it has also increased the complexity of our work.

In addition, the modern work world is full of distractions - E-mails, phone calls, and chatty co-workers can cut into productivity. Work left unfinished today only becomes a mountain of work for tomorrow. Managers indicate that the consequences of these distractions can compromise quality of work and lower moral because of other employees having to pick up the slack, resulting in a negative impact on supervisor / employee relationships. How we deal with these distractions has a direct relationship to the productivity of our work, our work relationships and on our organization's goals.

What the Course Offers

- Interactive learning setting
- Opportunity to apply the concepts through role-play
- Thorough set of materials: Participant Guide and one-page RM Desk Reference

Length of Course – 1 day

Audience – Supervisors/Managers

Key Topics Covered

This course explores the following subjects in depth:

- Focusing on outcomes and planning your day

- How to minimize interruptions and find immersion in activities

- How to break bad habits like procrastination, negativity, and succumbing to distractions

- Understanding factors that make it difficult or impossible to manage multiple priorities successfully.

- Establishing clear, relevant goals and the action steps needed to complete them to help you focus your time and effort.

- Implementing strategies for keeping yourself organized and avoiding time delays.

- Communicating respectfully with others to appropriately manage conflicting expectations.

- Identifying common time-wasting activities and how to avoid them.

- Choosing and appropriate use of technological tools to improve efficiency.

RESOLUTION MANAGEMENT

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