



**Course Title:** *What to Do First When Everything is Important?*

**Course Description**

This workshop explores the benefits of managing your time wisely, having a plan and, setting priorities. You will determine the difference between importance and urgency and learn to resist interruptions.

**Goal**

In this workshop you will identify time wasters and develop strategies for managing your time more effectively.

**Learning Objectives**

- Develop a time management plan
- Develop strategies to prepare for interruptions and crisis
- Identify the difference between importance and urgency and plan your time accordingly

**Open to:** All Employees

**Competencies Addressed:** Customer Service, Take Ownership

**Length of Class:** Two Hours