



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