



MANAGING MULTIPLE PRIORITIES

IN THIS SEMINAR, YOU WILL:

- Understand personal work style preferences
- Identify the biggest time wasters
- Eliminate procrastination
- Learn how to prioritize wisely
- Goal Setting
- Strategies and tools of time management
- Using peak times for more productivity
- Delegate and let it go
- Deal with Difficult People in any Situation
- Learn how to decompress and manage stress levels
- Learn to communicate effectively to reduce stress
- 10 golden rules of time management
- Establish priorities to get the most out of your time
- Essential of planning and organization musts
- Tips for working smarter

As you know, rarely do you ever have just one project to work on. In the business world the ability to juggle multiple responsibilities and tasks is essential. At times it can get a bit overwhelming. Elevate BDG's *Managing Multiple Priorities* seminar will show you how to cope with several demanding priorities at a time while giving them all the attention and care they deserve.

6 STEPS TO PRIORITIZE PROJECTS

1. Collect a list of all your tasks.
2. Identify urgent vs. important.
3. Assess value.
4. Order tasks by estimated effort.
5. Be flexible and adaptable.
6. Know when to cut.



What's in it for me?



INCREASED EMPLOYEE RETENTION

Develop leaders within your company & develop the mindset that everyone is accountable for the companies success. This will not only keep your employees accountable, but also improves performance & office morale.



SAVES MONEY

Spend less time dealing with problems & fixing mistakes and more time completing projects and building your bottom line!



SAVES TIME

- ✓ Encourages creativity & Innovation to streamline processes
- ✓ Improves leadership performance to implement change quickly
- ✓ Helps leaders deliver a consistent message across departments
- ✓ Better communication = less confusion = less time spent in meetings

Who should attend?

Elevate BDG's Managing Multiple Priorities seminar is designed for business professionals on every level who want greater control of their time management skills, both personally & professionally.

Course Agenda

Module 1:

Personal Priorities

- Understanding your Personal Work Style
- Enhance Your Professional Image
- Managing Yourself: Replacing Unhealthy Habits with Success Habits
- Set Your Goals
- Put Your BEST Goals Forward

Module 2:

How to Stop Procrastinating and Get the Job Done!

- What is Time Management?
- The 10 Golden Rules of Time Management
- Identify Your Biggest Time Wasters
- Eliminate Procrastination
- Establishing Priorities to Get the Most Out of Your Time
- Essentials of Planning
- Organization Musts

Module 3:

Worker Smarter

- What are your big rocks?
- The Pareto Principle--80/20 Rule
- Tips for Working Smarter
- Correspondence shortcuts
- Do Not File
- Use the Parts of Your Day That Are Normally Unproductive
- Handling Interruptions by Co-workers and Supervisors

Module 4:

Time Management Hacks

- Time Management Tools and Strategies
- The Secret to Getting the Job Done
- Delegate Whenever Possible and Delegate Wisely
- Discover Your Peak Productivity Time

Module 5:

Get Rid of Distractions

- Get Control of E-mail, Voice Mail, and Telephone Calls
- How to Handle Interruptions
- How to Say "No"
- Get Rid of Perfectionism and Be More Productive
- Stress Management Strategies
- Avoiding the Last Minute Crisis
- Delegation Techniques

Module 6:

Personal Priorities

- Your Personal Power
- Be Assertive
- Dealing with Difficult People in any Situation
- Five Step Strategy for Managing Demands When "NO" is Not an Option
- Negotiation Strategies

This seminar includes the following materials & resources
"Managing Multiple Priorities Kit" includes a Behavior & Motivators Assessment, a reference guide, flash cards, videos and a 90 min virtual debrief.

The Elevate Difference...



An interactive, fun & hands-on experience!

This course is taught through video, group discussion, skill practice and real life application to make the course both entertaining & engaging!



Gain a deeper understanding of self!

Prior to attending this seminar, your employees will be guided through an on-line assessment and work with a Solutions Specialist so your company can recognize & understand your most important resource within your company - **YOUR PEOPLE.**



Customized Courses

At Elevate, we stray away from a one-size-fits-all training process and develop a customized strategy that aligns to the vision + mission of your company. Choose from any of our 200+ topics to develop a program unique to your business needs.



Continue learning with micro-learning courses!

The learning doesn't stop once the seminar is through when you work with Elevate BDG! Fulfill all your learning needs with fun & informative 3-5 minute micro-learning courses that will encourage a pattern of continual learning and immediate behavior change throughout your organization.

Bring this training to your **location.**

Try private, on-site team training. Bring this topic, or any of our 200+ topics, to your location with customized training. Our programs are tailored to your organization's specifications and needs. Let us determine the best course of action to enhance your workforce at all levels. Elevate BDG also provides a host of coaching, mentoring, data analysis, and consulting options.



ELEVATE
BDG

[\(646\) 416-6441](tel:6464166441)

julie@elevate4success.com



www.elevateBDG.com