

# Priority Management

**Duration: 1 Day**

## Course Description:

By implementing practical strategies and options, individuals will learn essential, yet often overlooked, techniques to improve organization, boost productivity, and save time. Mastering time management is crucial for anyone looking to establish good habits and reduce stress, ultimately leading to enhanced performance and greater results.

## Course Objectives:

- Develop practical strategies for effective time management and increased productivity.
- Understand the importance of prioritization in planning and goal setting.
- Learn to manage personal workload and interactions with others to achieve better outcomes.
- Analyze goals and objectives to systematize processes for optimal efficiency.
- Differentiate between being busy and being productive to focus on what truly matters.

## Course Outlines:

### I. Aspects of Priority Management

- Planning and goal setting
  - Techniques for effective goal formulation
  - Tools for tracking progress and adjusting plans
- Self-management techniques
  - Strategies for personal accountability
  - Methods to overcome procrastination

### II. Fundamentals of Priority Management

- Focusing Time and Resources
  - Identifying key tasks that align with goals
  - Allocating resources effectively to maximize output
- Pre-Analysis of Performance
  - Evaluating current productivity levels
  - Setting benchmarks for improvement

### III. Productive Work Practices

- Understanding Busy vs. Productive
  - Recognizing the difference between activity and accomplishment
  - Techniques to minimize distractions and maximize focus
- Effective Prioritization Techniques
  - Urgency vs. importance matrix
  - Strategies for making informed decisions quickly

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