Document Generated: 10/30/2025

Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 2 Days

Next Course Date: December 1, 2025

Prioritizing Your Time Effectively

About This Course:

Time is limited, so getting the most out of every minute is critical. In this course, students will learn to improve their focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of their

time. Students will acquire time management tools and decision-making techniques to help focus on purpose and achieve your goals, balancing the needs of both business and personal life.

This course has been approved for 14 PDUs | 14 CDUs

Course Objectives:

- Time Management
- Prioritization
- Organization
- Workflow
- Productivity

Audience:

- Professionals wishing to maximize their productivity and efficiency by investing their time more effectively will benefit from this course.

Prerequisites:

- None

Course Outline:

Wise Time Management

- Identifying Time Wasters
- Applying the 80/20 Rule
- Utilizing Calendars
- Creating Rituals

Prioritizing Your Time

- Taking Charge of Your Time
- Protecting Your Time through Assertiveness
- Planning Wisely

Managing Workflow

- Managing the Power of Your Productivity Journal
- Finding Hidden Time
- Chunking, Blocking, and Tackling

Organizing Your Workspace

- Decluttering
- Taking Control over Email

Tackling Procrastination

- Knowing Why You Procrastinate
- Nine Ways to Avoid Procrastination

Crisis Management

- Weathering the Storm
- Creating and Executing a Plan
- Applying Lessons Learned

Increase Your Productivity

- Applying Productivity Tools
- Finding What Works
- Eliminating the Word \'Should\'
- Building on Success