

TITLE

Managing Multiple Priorities

COURSE OVERVIEW

Don't you have enough time?

More and more people are experiencing daily stress, overwork and time pressure limits at work. Even the most organized executive can sometimes feel stressed and frustrated.

The daily complex workloads sometimes seem unrealistic and chaotic. Handling multiple project assignments and demands from multiple people, may be the norm of your daily routine rather than the exception. It is already known that fairly successful people are those who have learned to manage (control) their working time in relation to their staff. Time is a valuable and important daily resource. The ability to manage it effectively, is an important factor in today's world.

By completing this experiential workshop, you will be able to effectively draft the "how to ..." program. You will acquire techniques and tools to help you succeed, both in your work and in your personal life.

COURSE DURATION

8 hours

DELIVERY FORMAT

Classroom

LOCATION

Classroom: 188 Syngrou Andrea Avenue, 17671 Kallithea Attica & e-class platform

COURSE OUTCOME

You will receive an ARKIAS ACADEMY Certificate.

COURSE CONTENT

Get organized/plan for results.

- Distinguish between reactive and proactive planning.
- Recognize/address things that waste time and interruptions.
- Use to-do lists to keep on track.
- Applying Murphy's Laws: the art and skill of planning to achieve the unexpected.
- Protecting the most productive part of your day.
- Grouping common tasks/projects for better efficiency and effectiveness.
- Managing the use of digital office tools more effectively.

Managing multiple and competing priorities.

- Identifying the difference between procrastination and justifiable delay.
- The 80/20 rule: using Pareto's principles to identify key result areas.
- Identifying priorities when everything seems important: the ABCs.
- The priority matrix: distinguishing between urgent and important tasks.
- Dealing with the pressures of managing multiple tasks, deadlines and dealing with the challenges of managing deadlines and supervisors.
- Dealing with changing priorities and last-minute projects.
- Ensure that your priorities are in sync with priorities that the business has.
- Negotiating how to change priorities: gaining understanding and agreement.

Personal time and self-management skills

- Understanding the relationship between time and choice
- Dispelling some myths and misconceptions about time.
- Better understanding the challenges of managing your time.
- Learning when and how to say 'NO' to others without offending them or getting angry.

- Conquering the 'I can do it better/faster on my own' syndrome.
- Understanding the difference between excellence and perfection.
- Tips/techniques for overcoming and conquering procrastination.