



Length: 1-1.5hrs.

Delivery modes: Onsite & Virtual Presentation; Pre-recorded tutorial.

Details: The principle of prioritization facilitates the smooth running of one's day, allowing individuals to effectively use available resources and get more work done. Good prioritization skills enable employees to constructively scan workloads, determine the most valuable tasks, set goals and stay disciplined.

This session analyses in detail, the key time management principle of prioritization - sharing the importance of prioritizing goals/workloads, with key steps to structuring one's day effectively, enhancing self awareness and maintaining productivity.

Content includes:

- Defining Objectives using the S.M.A.R.T criteria
- Priority Setting Frameworks
- Scheduling & Planning
- Managing Resources
- Developing Self Awareness

Connect with WORKBLIS to discuss requirements - hi@workblis.com

Prioritization Skills Training