



Managing Work Priorities (1 day)

Our ability to effectively manage our time and work priorities is becoming a significant challenge. Learning how to manage work priorities is an effective and practical way to increase productivity and motivation.

This course provides practical strategies to improve the skills and knowledge required to manage work priorities in the modern workplace.

Topics Covered

These topic areas are supported by practical activities to reinforce the learning, throughout the day.

- Self organisation and what aspects of work we have power to manage
- Identifying obstacles
- Understanding your behavioural style/DISC
- Belpin team roles
- Setting SMART goals
- Tools for prioritisation, important/urgent analysis
- Time management misconceptions
- How to schedule and manage your work activities
- Develop a personal action plan

Learning Outcomes

- Identify how time is used at work
- Identify effects of external/internal influences on work priorities
- Develop strategies to plan and set priorities
- Identify obstacles prohibiting completion of work
- Develop strategies to deal with disruptions
- Develop a "Personal Action Plan"

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