

SSM 106: Priority Management: Optimising Time, Workflow & Productivity

Introduction

Learn a proven process that allows you to control your time and increase your productivity from day one. As a world leader in productivity training, Priority Management has researched and developed a proven information management process that allows you to plan, organize, delegate, and do what needs to be done...when it needs to be done.

Who Should Attend?

Individuals, teams and organizations whose performance is measured by their ability to manage multiple tasks and priorities, follow-up on commitments, communicate and delegate effectively, and use an organized planning process.

Personal Impact

- Heightened productivity
- Increased control
- Less stress
- Improved work/life balance
- Better organized, from a single source
- Consistent focus on priorities

After completing this program you will use your Priority Management System to:

- Organize all information and planning
- Establish a daily plan for achieving goals
- Focus on areas of greatest return
- Plan, communicate and work effectively in teams
- Delegate the right tasks to the right people
- Control multiple tasks and commitments with greater ease
- Be more productive on a permanent basis
- Achieve lasting balance in your life
- Feel less stress and more control
- Overcome barriers to success

The Productivity Process: In this first session we will describe what is meant by productivity and workload management. You will learn about the Invisible Assembly Line and importance of the Productivity Formula and strategies for reducing 'mind-traffic'.

The Total Time Management Solution: You will gain a deeper understanding of what's available in the Priority Manager 'toolbox' and configure the main components of system. In the office or on the move, we will show you how to consolidate personal, team, corporate and external information. You will gain confidence in being able to connect WHAT you need to do with WHEN you need to do it, supported by WHERE the information needed to complete a task is located.

Managing Commitments: You will learn the importance of the Calendar as your ultimate time management tool and how to avoid becoming a victim of 'Planning Fallacy'. Your exercises will help you become a more proficient time manager and begin the process of regaining control over your life and demanding schedule. We will show you techniques for managing multiple

calendars coordinating your calendar with others.

Managing Communication: You will learn the Priority communicating process and how to apply it with our most popular tool, the Communications Planner. You will practice planning and responding to people as well as learn how to delegate and follow-up. We will demonstrate that by applying the communication process, it is possible to have total recall! You will also learn best practice influencing and voicemail behaviors.

Managing Activities: We will show you how to become a master at multi-tasking. You will learn how to stay on top of the important as well as urgent activities, and solve the 'decision dilemma' when managing a myriad of activities. Understanding the skill of Date Activation will help to control your heavy workload and reduce your stress from being overwhelmed.

Priority Planning: You will discover how the planning process works for you. The planning cycle will help you become more strategic in your daily choice of activities and restore a feeling of achievement at the end of every day. Becoming proficient at linking Annual Goals to Monthly Priorities to Daily Activities will enhance your performance.

Clearing the Clutter: You will be able to work from a clean desk and significantly reduce the anxiety of lost and forgotten to-do's. Incorporating standard office documentation into your Priority Management System will increase the flexibility of your new organizational system and keep you focused on your priorities. Whenever work or potential work comes across your desk you can instantly make the decision to Do It, Date Activate It, Delegate It, or Dump It.