View Full Course Details including Latest Schedule Online

PHOENIX TS

Managing Multiple Priorities

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they switch from one task to another, trying to get everything done In this 1-day instructor led training you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

By the end of this course, participants will be able to:

- Better organize yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail your workplace productivity.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Module 1: Course Overview

Module 2: The Power of Change

Muddle 3: Changing Our Perspective

Module 4: Setting Goals

Module 5: Planning Tips and Tricks

Module 6: Setting up a Routine

Module 7: Doing it Right

Module 8: Putting an End to Procrastination

Module 9: Getting Organized

Module 10: Organizing Your Files

Module 11: Managing Your Workload

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GSA

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