

Managing Multiple Priorities And Deadlines

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Learning Objectives

- Explain scheduling tasks in accordance with true priorities
- Identify and eliminate time robbers—procrastination, disorganization, interruptions, poor communication
- Learn about planning and scheduling tools
- Recognize things you can and cannot control
- Recognize positive and negative stressors

What you will learn from 9am-4pm

The Reality Of Time Management

How You Currently Spend Your Time

- 4 steps to time knowledge
- Why it is important to plan
- What is urgent and important and important but not urgent

How To Plan A Day/Week

- The difference between goals and objectives
- How to set realistic goals
- How to get more productivity without putting in more time

How To Prioritize Effectively

- How to use the “Paired Comparison” to prioritize
- The prioritizing thought process

The Socializing Time Wasters

- How to handle “drop in” visitors and other interruptions
- How to effectively say “no”

The Difference Between Delegation And Empowerment

- How to effectively delegate

The Importance Of Clear Communication

- The power of words, tone and body language
- The impact of “value noise” in communicating
- How to be an active listener
- Eight top e-mail tips

Something Extra

- How to control paperwork and the e-mail in box
- The top telephone time saver
- How to facilitate an effective meeting
- Different types of planners
- How to use the “Triple Constraints” of project management

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