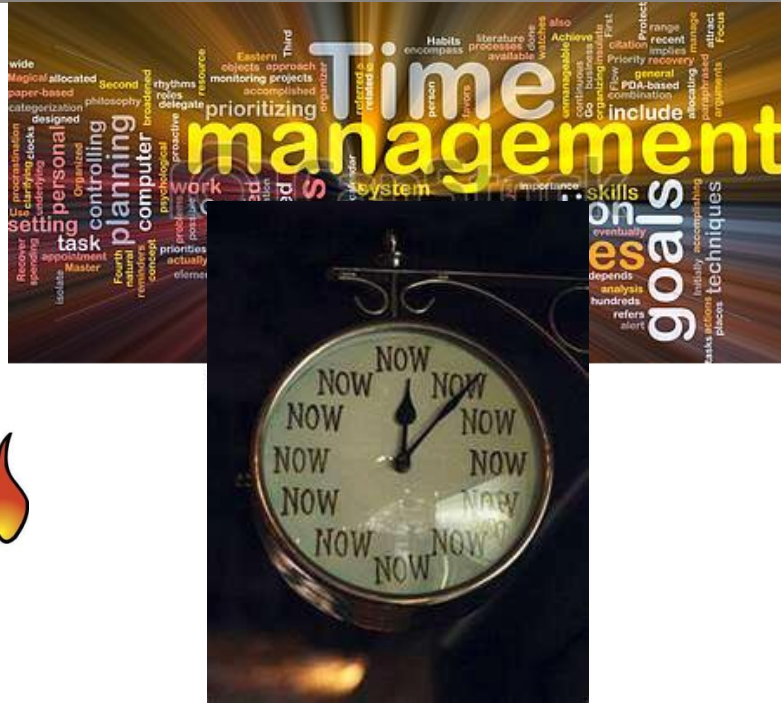


# Managing Multiple Priorities & Deadlines



## What You Will Learn In 4 Hours

- The myths of time management
- A, B and C priorities
- Why it is important to plan
- How to plan a day/week
- How to set effective goals
- How to prioritize
- The prioritizing thought process
- How to handle interruptions
- How to effectively say no
- How to delegate
- 8 top e-mail tips
- Meeting facilitation tips

## Learning Objectives

- How to gain control of a workday
- How to manage changing priorities
- How to manage yourself for greater results
- How to get organized and reduce stress
- Understand the myths of time management