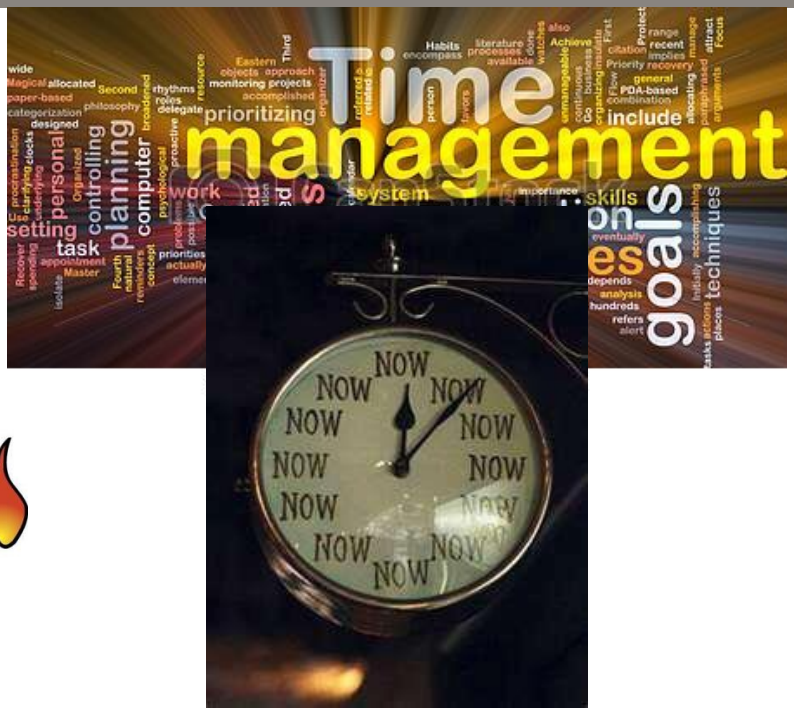
# Managing Multiple Priorities & Deadlines




**What You Will Learn In 3 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