

Managing Priorities

Course outline

Module 1: Understanding Time Management

Module 1: Understanding Time Management is a module in the Managing Priorities course that focuses on teaching participants how to effectively manage their time and prioritize tasks. It covers topics such as goal setting, time management techniques, and how to create a plan for success. Participants will learn how to identify and prioritize tasks, create a schedule, and develop strategies for staying on track. This module will help participants become more productive and efficient in their daily lives.

Lessons

- Identifying Time Wasters
- Setting Goals and Priorities
- Establishing a Daily Routine
- Delegating Tasks
- Managing Interruptions
- Scheduling Time for Yourself
- Overcoming Procrastination
- Managing Stress
- Making the Most of Your Time
- Evaluating Your Time Management Skills

After completing this module, students will be able to:

- Develop an effective system for organizing tasks and managing time.
- Identify and prioritize tasks based on importance and urgency.
- Create a realistic schedule and stick to it.
- Utilize tools and techniques to help manage time more efficiently.

Module 2: Setting Goals and Priorities

Module 2 of the Managing Priorities course focuses on setting goals and priorities. It provides an overview of the importance of goal setting and how to create effective goals. It also covers the basics of prioritizing tasks and how to use the Eisenhower Matrix to help you decide which tasks to focus on first. Finally, it provides tips and strategies for staying on track and achieving your goals.

Lessons

- Identifying Your Goals and Priorities

- Establishing SMART Goals
- Developing a Plan to Achieve Your Goals
- Overcoming Obstacles to Achieving Your Goals
- Time Management Strategies for Prioritizing Tasks
- Delegating Tasks to Maximize Efficiency
- Managing Stress and Staying Motivated
- Evaluating Your Progress and Adjusting Your Goals
- Creating a Support System to Help You Reach Your Goals
- Developing a Positive Mindset for Achieving Your Goals

After completing this module, students will be able to:

- Develop an understanding of the importance of goal setting and how to prioritize tasks.
- Learn how to create SMART goals and break them down into achievable steps.
- Develop the ability to identify and prioritize tasks based on their importance and urgency.
- Develop the skills to manage time and resources effectively to achieve goals.

Module 3: Developing a Plan of Action

Module 3 of the Managing Priorities course focuses on developing a plan of action to help prioritize tasks and manage time more effectively. It covers topics such as goal setting, creating a timeline, and developing strategies for staying organized. It also provides practical tips and techniques for staying on track and achieving success.

Lessons

- Identifying and Setting Priorities
- Establishing Goals and Objectives
- Developing a Plan of Action
- Implementing and Monitoring the Plan
- Adjusting and Refining the Plan
- Managing Time and Resources
- Delegating Tasks and Assigning Responsibilities
- Managing Stress and Avoiding Burnout
- Evaluating and Celebrating Successes

After completing this module, students will be able to:

- Develop a plan of action to prioritize tasks and manage time effectively.
- Identify and prioritize tasks based on importance and urgency.
- Utilize effective strategies to manage competing demands and conflicting priorities.
- Develop a system to track progress and measure success.

Module 4: Delegating and Outsourcing

Module 4 of the Managing Priorities course focuses on delegating and outsourcing tasks. It covers topics such as identifying tasks that can be delegated, understanding the benefits of delegation, and developing strategies for successful delegation. It also covers the basics of outsourcing, including understanding the different types of outsourcing, the advantages and disadvantages of outsourcing, and how to select the right outsourcing partner.

Lessons

- Understanding the Benefits of Delegating and Outsourcing
- Identifying Tasks to Delegate and Outsource
- Establishing Clear Expectations and Goals
- Developing Effective Communication Strategies
- Managing Outsourced Projects
- Evaluating Performance and Results
- Managing Risk and Conflict
- Leveraging Technology for Delegation and Outsourcing
- Developing a Delegation and Outsourcing Plan
- Best Practices for Delegating and Outsourcing

After completing this module, students will be able to:

- Develop effective strategies for delegating tasks to team members.
- Identify the most appropriate tasks to outsource to external providers.
- Utilize effective communication techniques to ensure successful delegation and outsourcing.
- Monitor and evaluate the progress of delegated and outsourced tasks.

Module 5: Overcoming Procrastination

Module 5 of the Managing Priorities course focuses on helping participants to overcome procrastination. It provides practical strategies and tools to help participants identify and address the underlying causes of procrastination, develop effective time management skills, and create an action plan to help them stay on track and achieve their goals.

Lessons

- Identifying Your Procrastination Triggers
- Developing Strategies to Overcome Procrastination
- Setting Realistic Goals and Deadlines
- Breaking Down Tasks into Manageable Chunks
- Creating a Positive Mindset to Combat Procrastination
- Developing a Support System to Help You Stay on Track
- Using Time Management Techniques to Prioritize Tasks
- Learning to Say No to Unnecessary Tasks
- Understanding the Benefits of Taking Action Now
- Developing Self-Discipline to Stay Focused

After completing this module, students will be able to:

- Identify the root causes of procrastination and develop strategies to address them.
- Develop a plan to prioritize tasks and manage time more effectively.
- Develop self-discipline and motivation to stay on track with goals.
- Develop a system to track progress and measure success.

Module 6: Managing Stress and Distractions

Module 6 of the Managing Priorities course focuses on helping participants learn how to manage stress and distractions in order to stay focused on their goals. It covers topics such as identifying sources of stress, developing strategies to reduce stress, and learning how to stay focused in the face of distractions. The module also provides practical tips and techniques to help participants stay on track and achieve their goals.

Lessons

- Identifying Stressors and Triggers
- Developing Coping Strategies
- Practicing Mindfulness and Meditation
- Setting Boundaries and Saying No
- Prioritizing Tasks and Goals
- Delegating Responsibilities
- Managing Time and Scheduling
- Practicing Self-Care
- Creating a Support System
- Learning to Let Go

After completing this module, students will be able to:

- Identify and manage sources of stress in their lives.
- Develop strategies to reduce stress and distractions.
- Utilize time management techniques to prioritize tasks and manage their workload.
- Develop effective communication skills to better manage relationships and expectations.

Module 7: Managing Interruptions

Module 7: Managing Interruptions is a module in the Managing Priorities course that focuses on how to effectively manage interruptions in the workplace. It covers topics such as identifying and managing distractions, setting boundaries, and developing strategies to stay focused. It also provides tips and techniques to help you stay on track and prioritize tasks.

Lessons

- Identifying and Prioritizing Interruptions
- Strategies for Minimizing Interruptions
- Dealing with Unwanted Interruptions
- Managing Interruptions in the Workplace
- Establishing Boundaries for Interruptions

- Managing Interruptions in Meetings
- Managing Interruptions in Virtual Settings
- Managing Interruptions in Collaborative Projects
- Managing Interruptions in Remote Working
- Managing Interruptions in Multitasking

After completing this module, students will be able to:

- Identify and prioritize tasks that are most important and urgent.
- Develop strategies to manage interruptions and distractions.
- Utilize time management techniques to maximize productivity.
- Create a plan to manage competing priorities and deadlines.

Module 8: Managing Multiple Projects

Module 8: Managing Multiple Projects is a module in the Managing Priorities course that focuses on how to effectively manage multiple projects at once. It covers topics such as how to prioritize tasks, how to delegate responsibilities, and how to manage resources. It also provides strategies for staying organized and managing time efficiently.

Lessons

- Understanding the Benefits of Managing Multiple Projects
- Developing a System for Prioritizing Projects
- Establishing Clear Communication Protocols
- Identifying and Managing Risks in Multiple Projects
- Utilizing Project Management Software to Manage Multiple Projects
- Developing Strategies for Delegating Tasks
- Creating a System for Tracking Progress
- Establishing a System for Reporting on Project Status
- Managing Resources Across Multiple Projects
- Developing Strategies for Resolving Conflicts

After completing this module, students will be able to:

- Develop an understanding of the principles of project management and how to apply them to multiple projects.
- Learn how to prioritize tasks and manage resources across multiple projects.
- Develop the ability to identify and mitigate risks associated with multiple projects.
- Develop the skills to effectively communicate and collaborate with stakeholders on multiple projects.

Module 9: Managing Deadlines

Module 9: Managing Deadlines is a module in the Managing Priorities course that focuses on helping students develop the skills and strategies needed to effectively manage deadlines. It covers topics such as setting realistic deadlines, breaking down tasks into manageable chunks, and using tools and

techniques to stay on track. It also provides guidance on how to prioritize tasks and manage competing demands.

Lessons

- Understanding the Importance of Deadlines
- Establishing Priorities and Setting Deadlines
- Developing Strategies for Meeting Deadlines
- Dealing with Unforeseen Delays
- Managing Multiple Deadlines
- Identifying and Avoiding Procrastination
- Utilizing Time Management Tools
- Creating a System for Tracking Deadlines
- Communicating Deadlines to Others
- Evaluating Your Progress and Adjusting Deadlines

After completing this module, students will be able to:

- Develop effective strategies for managing deadlines and prioritize tasks.
- Utilize time management techniques to ensure deadlines are met.
- Create a system for tracking progress and staying on top of deadlines.
- Identify and address potential roadblocks that could prevent meeting deadlines.

Module 10: Evaluating and Adjusting Priorities

Module 10 of the Managing Priorities course focuses on evaluating and adjusting priorities. It provides strategies for assessing the importance of tasks and activities, and how to adjust priorities to ensure that the most important tasks are completed first. It also covers techniques for managing competing priorities and how to adjust priorities when unexpected events occur.

Lessons

- Identifying and Prioritizing Goals
- Understanding Time Management Strategies
- Developing a System for Tracking Progress
- Establishing Deadlines and Milestones
- Adjusting Priorities in Response to Changes
- Delegating Tasks and Assigning Responsibilities
- Managing Multiple Projects Simultaneously
- Utilizing Technology to Streamline Prioritization
- Analyzing and Adjusting Priorities
- Evaluating Priorities and Making Adjustments

After completing this module, students will be able to:

- Identify and prioritize tasks based on their importance and urgency.
- Develop strategies to manage competing demands and conflicting priorities.

- Utilize time management techniques to maximize productivity.
- Adjust priorities as needed to ensure successful completion of tasks.