



LIVE SEMINAR

Managing Multiple Priorities, Projects, and Deadlines



THIS SEMINAR AT A GLANCE:

- Precisely which projects to handle “piecemeal” and which to handle “start to finish.”
- How to manage priorities without conflict — even when answering to two or more supervisors.
- Expedient strategies to eliminate repetitive paperwork, red tape and other recurring frustrations that hinder progress.
- Clever methods for handling tough personalities to save time and relationships!
- Solid ideas to help solve problems once and for all, without creating more work or new problems.
- How to delegate work and responsibility — and be assured

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S E M I N A R S U M M A R Y

Do the inboxes of your staff members overflow? Are coworkers always late?

If these complaints sound familiar, perhaps your staff needs to learn to manage activities more efficiently! This is the seminar that can help your staff members reduce clutter, stay focused and manage multiple priorities in today's demanding and fast-paced business environment.

In this extremely practical one-day seminar, they will learn how to:

- Stop wasting time and get the clock working for them, instead of against them.
- Take control of multiple projects, even when every one of them is a top priority!
- Handle unexpected demands and unplanned situations with ease!
- Stay cool, calm and collected even when the pressure becomes overwhelming and threatens their effectiveness.
- Control both telephone and drop-in interruptions without hurting relationships!

As a result of this training:

Attendees will finally gain control of their time and priorities. They'll be able to prioritize without consulting a supervisor. They'll feel less stressed and more in control. They'll be more productive and stop wasting time.

Who will benefit the most:

Anyone who would like to get more done in less time, recognize real priorities, establish and meet deadlines and lower stress levels while increasing productivity should attend!

PROGRAM AGENDA

Taking Control of Multiple Tasks — How to run your life, instead of your life running you!

- Four dangerous mistakes that prevent realistic, effective goal-setting.
- A step-by-step action plan to ensure you will meet your short- and long-term goals.
- How to pinpoint your most important priorities and decide how you must deal with each of them.
- Specific actions to help you prioritize when working with more than one boss.
- How to rid yourself of long-standing duties you and your position have outgrown.
- Common barriers to effective management planning.

Managing Time — How to work with, not against, the clock.

- Multi-tasking and focus: concentration is the key for better results.
- Identify the most common time wasters.
- Drowning in paper? How to clear a sea of mail, publications and desk cloggers from your workspace.
- Are emails controlling your day? Master your inbox and email habits.
- Specific tactics to prevent the "meeting-go-round" from devouring your time.
- How to hold truly meaningful meetings to prompt decisions, actions and responses.

Handling Unexpected, Difficult Situations — How to plan for the unexpected and manage the most difficult people and situations easily.

- Powerful rules for saying "no" that underscore your firmness and win respect.
- Take three decisive steps to prevent others from imposing their priorities on you.
- Real-life approaches to delegation that make everyone more productive.
- Cyber-management: ensure that virtual teams and remote workers are meeting deadlines and productivity targets.
- How to solve even the most difficult problems with new speed and confidence.
- Contingency planning for emergencies and crisis situations.

Dealing with Pressure and Stress — How to stay calm and in control, even in the face of chaos.

- Survey: are these 16 hidden stressors in your work environment?
- How to determine your own current pressure level and take timely, immediate steps to reduce and manage stress.
- Easy steps for day-to-day stress reduction.
- Deadline approaching? Six relaxation techniques to calm you downward regain focus immediately.
- Use time management skills to achieve greater work-life balance.

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