



CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Prioritizing: Doing the Work that Matters

Prioritization is the key to getting the most from your day, and from your team. Without clear priorities, you can end up bouncing from one task to another, only doing what's easy, or focusing on other people's priorities rather than your own. This online course will help participants focus on the essentials, discover why it's important to prioritize and discover two techniques to tackle your To-Do List to deliver the biggest impact.

Delivery Method: Online Course
Course Length: 90 minutes

**Includes group activities, polls and Q&A sessions!*

During this course, participants will:

- Understand the true value of prioritization.
- Learn two important prioritization techniques.
- Understand why resource scarcity should affect your priorities.