Getting it All Done in a Multi-Task World

Length: 1 Day

Summary: In the business world, multitasking is a must-have skill for any employee, yet most workers feel they are being asked to do too many tasks. Why do we see this disconnect between the workday realities and the workers' perception? This is because people have never learned exactly how to multitask since multitasking is a learned skill. This course will train participants for multitasking resulting in a dramatic reduction in workday stress and an increase in productivity.

Participants will learn how to:

- Analyze where time really goes
- Identify top time-wasters
- Customize how a to-do list can work for them
- Implement a new strategy in prioritizing
- Schedule priorities
- Master workspace
- Control interruptions
- Let body language and assertive communication help you get more done

COURSE CONTENT

1: TIME MANAGEMENT
- Define Time Management
- Identify regrets
- Articulate goals

2: TIME ROBBERS
- Analyze where your time really goes
- Making the best use of your time
- Reduce time wasters

3: MULTITASKING
- What is multitasking?
- Why to do it?
- Why not to do it?
- Advantages of multitasking

4: ANALYZING ENERGY ALLOCATION
- Identify how energy is spent
- Analyze tasks
- Analyze time usage
- Analyze energy flow

5: INCREASE PRODUCTIVITY
- To-Do List
- Prioritize

6: IDENTIFYING PERSONAL STYLE
- Identify personal strengths
- Identify personal motivators