

## Organisational Effectiveness

# Managing Multiple Priorities

This one-day course is for busy people who have to juggle more than one boss, manage a job description that has expanded, be a perfect time manager as well maintain work-life balance!

If you are looking for a time management course that tells you how to tidy your inbox and clear your desk, then this is NOT the course for you. If you want to plan your life strategically based on your values, then this course will help you achieve that.

### Course Objectives

- Set priorities that align with strategic goals
- Move to a higher level of time management
- Develop confidence that comes from certainty about one's purpose

### Course Outline

1. Values
  - Inventory take – what are your values
  - Check up – are these really your values?
  - Prioritising – using the values grid
2. Goals
  - What are the goals?
  - Check up – are they realistic based on current situation?
  - Prioritising – using the goals matrix
3. Paths
  - What are the options?
  - Check up – how willing am I to explore this?
  - Setting strategies
4. Contingency planning
  - Search for Murphy
  - Check up – have I got a contingency plan?
  - TOFU grid