COURSE SYLLABUS

Managing Multiple Priorities Course (Self-Paced)

Regain control over your workload, increase your efficiency, and ease your stress. Learn ways to dig out from beneath the mountain of paperwork, emails, and assignments, and eliminate anxiety over and frustration about your many responsibilities. Discover strategies for goal setting and prioritizing, as well as methods for overcoming procrastination. Learn to handle professional challenges with confidence!

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/managing-multiple-priorities-online



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Course Outline

Module 1: The Importance of Setting Priorities

- Identify sources of your priorities and describe how you set and manage them
- Assess the impact of unmanaged priorities on effectiveness and stress
- Understand the influence of behavioral change on prioritization
- Self-assess current skill levels and readiness for change

Module 2: Looking at the Big Picture

- Clarify how your tasks support your organization's mission
- Recognize the significance of long-postponed "back burner" tasks
- Evaluate how incomplete tasks affect workload and performance
- Create actionable plans for completing overdue tasks

Module 3: Prioritization Strategies

- Explore multiple prioritization perspectives, including the 80/20 rule
- Compare four different prioritization methods (e.g., Covey Matrix, ABC method)
- Evaluate and address "urgency addiction"
- Match prioritization methods to personal and professional needs

Module 4: Personality-Based Barriers

- Identify internal barriers to effective time and task management
- Explore traits like perfectionism, procrastination, and fear of saying no
- Develop personal strategies to overcome limiting tendencies

- Practice decision-making and responsibility-sharing techniques

Module 5: Time: Saving It, Making It, Managing It

- Identify common time-wasters and strategies to control them (e.g., email, meetings)
- Maximize small periods of time and reduce disruptions
- Use time logs to analyze and improve daily activity patterns
- Enhance productivity through realistic time tracking and prioritization

Module 6: Planning and Organizing

- Use SMART goals to create actionable, realistic work plans
- Organize projects with effective time planning and delegation strategies
- Implement organizational systems like TRAF and date/verb-activated filing
- Overcome clutter and create efficient work environments