

# Time and Priority Management for High Performance

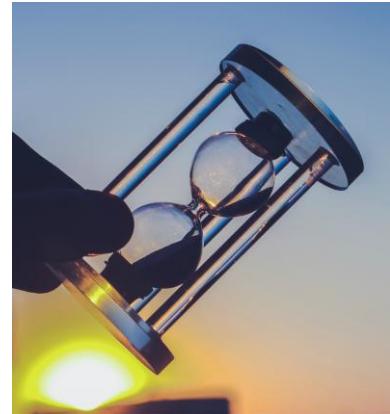


Sustained high performance requires the ability to manage time and priorities with intention rather than urgency. In fast-paced work environments, competing demands can quickly overwhelm even capable professionals. This interactive workshop equips participants with practical strategies to take control of their workload, focus on high-impact priorities, and respond to challenges with clarity and confidence.

Participants learn proven tools for planning, organization, delegation, and managing interruptions. By strengthening personal motivation and decision-making, individuals reduce stress, increase productivity, and work more efficiently. The result is improved focus, stronger execution, and consistent performance that delivers greater value to both the individual and the organization.

## Workshop Objectives:

- Understand the principles of effective time and priority management and their impact on performance and well-being.
- Identify high-value priorities and align daily work with organizational goals.
- Apply planning and organization techniques to manage workload more intentionally.
- Reduce reactive, crisis-driven behaviors by improving focus and decision-making.
- Use delegation strategies effectively to optimize time and develop others.
- Manage interruptions and competing demands without losing productivity.
- Increase efficiency, focus, and consistency in individual and team performance.
- Demonstrate habits that support sustainable high performance over time.



## Course Outline:

Module One: Getting Started

Module Two: Goal Setting

Module Three: Prioritizing Your Time

Module Four: Planning Wisely

Module Five: Tackling Procrastination

Module Six: Crisis Management

Module Seven: Organizing Your Workspace

Module Eight: Delegating Made Easy

Module Nine: Setting a Ritual

Module Ten: Meeting Management

Module Eleven: Alternatives to Meetings

Module Twelve: Wrapping Up