

Time and Priority Management for High Performance

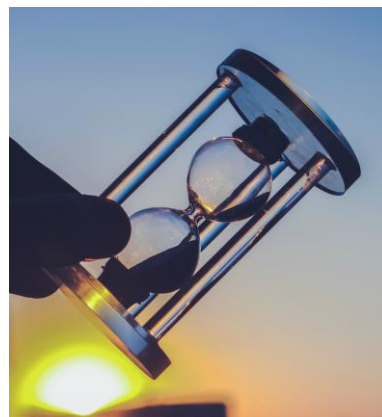


Sustained high performance requires the ability to manage time and priorities with intention rather than urgency. In fast-paced work environments, competing demands can quickly overwhelm even capable professionals. This interactive workshop equips participants with practical strategies to take control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