OVERVIEW

In an age where information moves quickly and multi-tasking is a business expectation, it takes special skills to manage your priorities and ensure lasting success.

This program is devoted to teaching you how to meet deadlines with ease, manage your time effectively, prioritize tasks, and maximize your work day. Using real-life examples, this program will guide you through the many challenges of finding a well-balanced work pace so you can work more efficiently with less stress. It is also a vital stepping stone to achieving your next career goals.

KEY BENEFITS & TAKEAWAYS

- Meet deadlines and assess the importance of each task
- Multitask more effectively and get organized
- Focus on critical goals and track warning signs
- Increase your productivity and recognize your impact on others
- Take control and learn to say ‘no’
- Analyze how to best use your time and energy
- Achieve a healthy work/life balance

WHO SHOULD ATTEND?

Anyone who wants to learn how to manage their time effectively and get more done with less stress is the ideal candidate for this program.

The learnings presented here are geared towards leaders and managers at any level, from the business world to multinational organizations, non-profits, and more.

Themes covered over the duration of the program include:

Prioritize Your Tasks
- Manage your workload and set goals
- Learn to prioritize: time and energy requirements
- Use tools to help save time and leverage technology
- Learn when to say ‘no’ and manage unplanned interruptions

Manage Your Time
- Acquire techniques in planning and scheduling
- Identify mismanaged and wasted time
- Distinguish when to multitask and when to focus
- Negotiate deadlines

Increase Your Productivity
- Focus on results
- Overcome procrastination
- Manage stress and energy
- Achieve a positive life/work balance

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