PER-683 Priority Management: The Best Practices
Duration: 1 day
Trainer: Pierre Ethier

TRAINING DESCRIPTION

- Maximize the management of our priorities and increase our efficiency in order to achieve our objectives.
- This training will allow the participant to put into practice various concepts and models of priority management to better organize your time’s investment.

LEARNING OBJECTIVES

- Identify best practices in terms of priority management in order to put the accent on the right targets, whether personal or professional.
- Determine your most productive activities and precise how to dedicate them more time.
- Elaborate an action plan in order to modify or improve your habits in terms of priority management.

CONTENT

THE BASIC PRINCIPLES:

- Our relationship with time
- The two life regulators
- Manage your energy to be at your best
- Circle of influence and circle of concerns
- Pareto’s law
- The delegation approach
- Big rocks analogy

THE ESSENTIAL PRIORITY MANAGEMENT MODELS:

- The model based on GTD (Getting Things Done) by David Allen
- Stephen Covey’s model (The 4 Urgence-Importance quadrants)

TIME CRUNCHER - PRIORITY KILLERS

BETTER ORGANIZE YOUR PRIORITIES AND AGENDA MANAGEMENT
DEVELOPMENT OF MY ACTION PLAN
TARGET AUDIENCE
All professional (manager, project manager, technician, self-employed worker, etc.)

OTHER INFORMATION
This training does not cover the use of software such as Outlook, End Note, etc. Rather, it presents techniques that can be applied regardless of the type of medium (electronic or paper), software and diary used.