

# Managing Multiple Priorities

Learn to manage multiple priorities effectively in this prioritization and time management workshop. Learn to better prioritize responsibilities and income requests at work to maintain peak productivity. Understand the challenges of time management and how to overcome them and learn to prioritize and delegate effectively.

**Group classes in NYC and on-site training is available for this course.**

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/prioritization-time-management-workshop-nyc](https://careercenters.com/courses/prioritization-time-management-workshop-nyc)



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## Course Outline

- Identify the obstacles to effective Time Management in daily work to be able to address areas in need that are unique for everyone
- Learn how to effectively goal set and types of plans
- Understand and practice using the Priority Matrix tool, recognizing both urgency and importance
- Know the steps for effective delegation. Deepen knowledge with an assessment and practice in a group activity
- Maximize meeting time: as an attendee or facilitator - how to best use time, agenda planning, and minutes to stay on track and solidify accountability
- Build skills in organizing and managing workload and additional requests