

EL701**PATHS TO PERFORMANCE**

NEW COURSE

Be more productive by managing your time and priority! - Online training

 New course**DURATION**
2.5 HOURS**REGULAR FEE**
129 \$

Objectives

This online course aims to improve your time and priority management.

Targeted audience

All audience.

Prerequisite

None.

Content

COURSE 1 – Define key terms related to time and priority management (50 minutes)

- Understand the importance of planning by applying the STEP method
- Better organize your schedule by planning for the unexpected
- Prioritize your activities according to their urgency and importance

COURSE 2 – Manage your day to day agenda (50 minutes)

- Control interruptions that make you fall behind in your work
- Learn to say no to certain requests by adopting the 2 for 1 rule
- Better divide your tasks each week thanks to 'Sacred Mondays' and 'Planning Fridays'
- Practice breaking bad habits

COURSE 3 – Don't let you organize by the others (50 minutes)

- Question the mindset of 'Really Busy'
- Recognize the importance of an attitude of openness and respect
- Understand the importance of co-responsibility in each phase of your projects

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