

BUS04: Time Management – Deciding the Priorities

Do you work hard? Do you consider yourself to be well organised and efficient, but despite your best efforts you never seem to actually achieve your objectives?

Well, it could be that you are working on the interesting but unimportant tasks, rather than the ones that can have a real impact.

To be effective, you need to prioritise: you need to decide what tasks are urgent and important, and focus on these.

With good prioritisation you can bring order to chaos, reduce stress and move towards achieving your goals.

Course Content

- The definition of 'prioritising'
- Basic prioritisation
- False prioritising and false urgency
- Prioritisation tools

Course Duration

- 30 minutes

Available in:

- Audio
- Non-audio

Delivered via:


- Internet

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