



# MANAGING MULTIPLE PRIORITIES

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A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop shows the government workforce how to firmly balance a series of high-demand tasks while handling constantly changing directions and multiple, urgent priorities. Gain powerful new skills you can use immediately to control a dynamic, rapidly changing job. This workshop solidly focuses on practical, specific *How-To* aspects of managing your work.

## Learning Objectives & Topics Covered in this Workshop:

- Understand Strategies for Very Busy People
- Explore Multiple Priority-Setting Methods
- Apply Priority Management Techniques
- Identify Priority Setting Criteria
- Organize a Must-Do and To-Do List in Class
- Create a Personal Productivity Assessment
- Answers to Frequently Asked Priority-Setting Questions
- How to Work for Multiple Bosses
- Problems You Can Expect & How to Handle Them
- The Top 21 Time Wasters in Organizations Like Yours — How Do You Compare?
- 12 Smart Questions to Ask:
  - When You're Given More Work Than You Can Possibly Do
  - When You're Given an Unrealistic Deadline

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** Problem Solving & Decision-Making

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom

