



## 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
- Organizing 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 and 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:** 16.0

**CEU Credits:** 1.6

**Suggested Program**

**Prerequisites:** Critical Thinking and Problem Solving, Techniques for Contracting Professionals

**Advanced Preparation:**

None

**NASBA Program Level:**

Basic

**NASBA Field of Study:**

Personal Development

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

