

SkillPath invites you to attend  
a very special **one-day workshop ...**

# Managing Multiple Projects, Objectives and Deadlines

## We'll show you how to survive—and thrive—in a high-demand job

### *Is this your situation?*

You're constantly faced with too many deadlines, all of which have *top* priority. Then, just when you think things are going smoothly, a crisis erupts, priorities change and the scramble is on. In the midst of this hectic activity, your daily work must go on. You have to return phone calls, handle mail, attend meetings, prepare reports and schedules ... plus take care of all the other expected and unexpected interruptions that are part of your daily routine.

If any of this sounds familiar, then this workshop was designed for you ... the busy manager, supervisor or administrative person who juggles deadlines, priorities and multiple demands ... the person with no time to waste! We've combined everything you need to know about multiplying the results you get from every single day. You'll gain vital new insights into how to maximize your on-the-job effectiveness. Best of all, we're bringing this special workshop to a location near you. Don't miss this opportunity to become more personally and professionally productive than ever before.

### *These powerful time-management skills will serve you forever ...*

- 1. Handle multiple priorities:** How to set deadlines in a way that gets commitment (yours and theirs) and evaluate priorities each day to make sure the true top priorities get handled.
- 2. Identify and cut time-wasting activities:** Create an efficient work environment ... recognize hidden time-wasters ... 8 ways to save time that nearly everyone overlooks.
- 3. Organize for efficiency:** Make good organization a habit ... taming the "paperwork tiger" ... systematizing your desk for desktop success.
- 4. Handle the pressure of juggling people, paper and priorities:** How to recognize and handle "no-win" situations ... how to channel your stress into energy ... how to keep your perspective ... how to maintain your enthusiasm and positive attitude.
- 5. Work with people when the heat's on:** Tactfully manage people who interrupt you ... communicate clearly ... and building and keeping positive relationships.
- 6. Keep quality high while productivity goes up:** Avoiding the pitfall of perfectionism ... turning deadlines into tools instead of traps ... how delegating responsibilities multiplies your effectiveness.

*See back for the complete workshop outline.*

**ENROLL TODAY** *and be on  
your way to gaining  
powerful new skills  
you can put to  
work immediately!*

**Become  
more personally  
and professionally  
effective ...**

**Enroll online at [www.skillpath.com](http://www.skillpath.com)  
or call toll-free 1-800-873-7545**

*Bring this training to your organization—call 1-800-767-7545*

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# Workshop Outline

## ▶ Gaining control of your workday

- The 10 “Golden Rules” of time management
- An eye-opening test to see just how out of control your workday really is
- How to eliminate the BIG THREE productivity killers: Procrastination, poor planning and personal disorganization
- Deadlines: How to tell the *real* from the *fake*
- How to turn chaos into momentum when everything happens at once
- 5 steps for improving your personal effectiveness that can have a dramatic impact on all parts of your life
- Small changes to make to your work area that’ll give a big boost to your productivity
- How to hit the ground running your first day back from a business trip or vacation
- Hidden time-wasters: Know how to spot them—and *stop* them—before they throw a wrench in your day

## ▶ Handling competing priorities like a pro

- A 6-step ACTION plan for turning priorities into attainable, measurable goals
- 8 foolproof principles for effectively managing competing priorities without sacrificing quality
- What you should *delegate* and what you should *do yourself*—a 9-point checklist
- 5 elements of positive self-regard that make you more successful in handling people and projects
- 3 proven methods for keeping interruptions from wreaking havoc on your priorities

## ▶ Getting organized—so you can get down to business

- How to use the “divide and conquer” strategy of organization
- 9 strategies for taking control of phone calls and voice mails
- Stem the tide of paperwork and electronic documents—“power filing” techniques that’ll automatically supercharge your day
- Multitasking without losing your mind—myth or reality?
- Enlist the help of others to stay organized—here’s how
- Creating a “get organized” tool kit that works for you
- Hire your email program as your new “electronic assistant”
- Choose your weapon to fight disorganization: Day planner, calendar, smartphone, personal productivity software—how to decide what works best for you

## ▶ Project planning: An automatic way to increase your productivity

- The first 3 questions to ask when sorting priorities and setting deadlines
- The quick and easy rule for determining how much time to allow for planning
- When planning really *is* a waste of time
- Parkinson’s Law: How to apply it to cut the time required for any project
- Understanding every project’s “life cycle”
- Why prioritizing your project’s “Triple Constraints” is critical to success
- Project management tools the pros use: Work Breakdown Structures, Gantt charts and project management software

When you get control of your time, everything else falls into place—these time-management solutions WILL work for you!

## ▶ Managing yourself, people (and even the boss!) for greater results

- Take this quiz to reveal your personality style—and learn how it can kick your productivity into high gear
- “Seek first to understand” your way to better results
- Why “excellence” and “perfection” aren’t synonymous
- 6 recommendations for coping with those who slow you down
- The secret of master diplomats—how and when to say “No”
- 4 discouraging words to eliminate from your vocabulary
- 6 remedies for “hurry sickness”
- What to do when your supervisor micromanages your productivity straight out the door!
- How to handle the challenge of working for multiple bosses—especially when they’re in different locations
- How to dramatically increase your value to your boss and your organization (and be recognized for it)

## ▶ Don’t let stress control you

- Know what triggers push your “stress buttons”
- Take the test: How vulnerable are you to the negative effects of stress?
- Type A or Type B: Are you letting your personality type “work” for you?
- Why it’s more harmful to avoid stress than to deal with it head-on
- Turning stress into a healthy motivator for getting things done
- The 12-step plan for controlling stress and avoiding burnout

**PROGRAM HOURS:**  
9 a.m. – 4 p.m.

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or call toll-free 1-800-873-7545