

Managing Priorities



Distractions play a major role in our current work environment. This workshop will help participants know how their role fits in with organizational priorities and maximize their time in the most effective way possible.

Workshop Info

Pricing* \$9,000

Max Participants 25

Length & Delivery 1-day In-Person
or Virtual

Pricing includes customization, all workshop material, and follow-up coaching for 1-year.

**Talk with an IFI consultant for additional pricing, content and delivery options.*

Participant Outcomes

- Effectively **prioritize time** by applying best planning principles and practices
- Align **work responsibilities** with company objectives and goals
- **Maximize effectiveness** by working with natural **energy level** rhythms
- Recognize warning signs to **harness stress**

Material Covered

- Prioritization of Task Management
 - Understanding your Responsibilities within the Organization
- Stress Management
- Personal Energy Management
 - Managing *Urgency and Importance* with *Peak Performance Effectiveness Time*

Organizational Outcomes

- Employees with less stress
- Higher employee efficiency and engagement
- Workplace culture that creates respect



Just a Little Bit Better

Habits & skills form when we consistently and regularly apply principles, becoming just a little bit better one "drop" at a time.

Our training process transfers skill through:

- **Pre-workshop customization**
- **Engaging, tool-based workshops**
 - Fun, 70% exercise-based workshops
- **Regular post-workshop follow-up**
 - Follow-up for one year following training

Find out more at <https://ifitraining.com/mp>