

Managing Priorities for Max Productivity

Effectively plan and manage workflow in order to get optimal results and minimize stress.

To be successful and add value in business, every individual must have the skills to effectively manage and prioritize their workflow. Acquire the knowledge and insights to create a forward-moving plan for any job, be able to prioritize tasks for maximum efficiency and sharpen your focus for getting the job done.

COURSE DETAILS

337 Minutes | 10 Self-Paced Lessons

Recognizing and Navigating Unconscious Bias

- Learn how to identify the signs of unconscious bias in the workplace, and how it can impact your team.

Identifying and Managing Your Stakeholders

- Learn how to identify your internal and external stakeholders and develop some tools to ensure everyone is aligned on project goals.

Tips for Leading Flawless Virtual Meetings

- Learn how to set virtual ground rules, provide tips to help ensure virtual meetings run smoothly, and provide tools to keep participants engaged.

Applying Mindful Behaviors at Work

- Learn how to practice mindfulness to become less reactive and tackle stress in the workplace.

Understanding and Applying Your Locus of Control at Work

- Learn how to develop an internal locus of control to reframe negative thoughts and create successful coping skills for emotionally charged situations.

Planning for Success

- Learn how to set goals, align your tasks to those goals and then prioritize and schedule the tasks with efficiency and clarity.

Creating Boundaries and Balance

- Gain insights to help you set professional boundaries and coordinate work demands with personal responsibilities so you can maintain a well-balanced life.

Routines that Support Efficiency and Productivity

- Construct focused work routines, maintain an efficiently balanced workload, connect with peers in a meaningful way, use technology to your benefit and more.

Managing Your Workload: How to Prioritize When Everything is Important

- Take control of your workload using proven tips and techniques so you can reduce stress and manage multiple priorities that compete for your time and energy.

Tame Your Email Inbox with Microsoft® Outlook®

- Maintain your productivity and sanity at work by taking charge of your emails, organizing your work schedule and improving the way you communicate with others.

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[contact us](#) to explore options for your organization**