

Prioritize

Like A Pro

Professional Development

How often have you wished you were better organized? Does the thought of some projects just make you weak in the knees? Is it hard to know for sure what should be done first? Do all the demands that are put on your time frustrate you? Would you be interested in some sure fire methods for effectively prioritizing and managing all the tasks that are put before you?

When we were teenagers, and enjoying young adulthood, we seemed to believe that we could do it all, everything, and that time was on our side. Life is short, our time on this planet brief, we need to make the most of it. Very early on it becomes important to discover the value of deciding what to do first. From the simplest to the most complicated tasks there is a high value in approaching them in some systematic way. Not so as to thwart creativity, but rather to bring some order and satisfaction from knowing you are choosing how to spend your life wisely more often.

This program will give you tools you can use immediately to better understand and prioritize what needs to be accomplished. It will take you through a process that is certain to make you think about and then act on what will have the biggest payoff for you in both the short and long term.

Here is what you will discover:

- * Four Activity Traps
- * Step #1 Establish Direction
- * Step #2 Taking an Inventory
- * Step # 3 Prioritizing
- * Guard Against Setting Impossible Goals
- * Time Management Summary
- * Managing Your Priorities
- * How to Keep a Time Log
- * How to Conquer Procrastination
- * Using E-Mail Requires Netiquette
- * Voicemail Recommendations
- * Questions to Ask Your Self