MAXIMISING YOUR TIME

90min Webinar Outline

OVERVIEW

This webinar includes techniques for all aspects of personal organisation to maximise your use of time.

CONTENT

1. Current Reality + Challenges
2. Deciding Priorities
3. Processing Incoming Work
4. Plan To Do's
5. Implement To Do's + Balancing Calendar

6. Delegating/Requests to Others
7. Managing Expectations & Interruptions
8. Notes for Meetings & Conversations
9. Working From Home (WFH)
10. Daily Planning

WHO IS IT FOR

This webinar is for anyone who wants to adopt good habits of structuring and organising their daily activities to be highly effective.

INSTRUCTOR-LED FORMAT
▶ ONLINE 90 MINUTES

CLASS SIZE
▶ MAXIMUM 250 PARTICIPANTS

Priority®
A Better Way To Work

📞 **+44(0) 208 5632 666**   ✉ **enquiries@prioritylondon.com**