

Time and Priority Management

How to Optimize Our Precious Time

Short seminar series

Overview

One of the most precious assets in any organization is TIME. There is never enough time to get everything done. One could argue that it is impossible to manage time as it cannot be stopped or delayed - it just keeps on moving forward. The key is to optimize how we use that precious time.

In this workshop, you will learn best practices in setting and reviewing priorities and how to squeeze the most out of time available. (HINT: we will not be teaching you how to multi-task as research has now clearly established that this is actually counter-productive.)

Audience

Employees at all levels of the organization

Duration: 3 hours

Price: \$245.00 plus HST

Instruction Methodology

Virtual delivery via GoToMeeting, with PowerPoint slides and interactive discussions, quizzes and simulated exercises.

Key Topics

- A model for organizing and prioritizing your work
- Dealing with e-mail overload
- Overcoming procrastination, distractions and interruptions
- Making the best use of meetings
- Looking after yourself



About Your Facilitator

Richard Rochefort

Richard Rochefort is an expert in management, leadership and learning in the public and private sectors. He is perfectly bilingual. He is an excellent trainer and facilitator, a certified executive coach and an outstanding public speaker. He is also certified in various psychometric assessments. He has extensive experience in Canada and abroad delivering courses, facilitating workshops and general assemblies and leading strategic planning sessions. He is a former Vice-President of the Canada School of Public Service and he established the Service Canada College. Throughout his career, Richard devoted relentless effort to the renewal of the public service using coaching, mentoring and learning as strategic levers to create and sustain a workplace of choice and a culture of public service excellence.