



# Manage Personal Work Priorities and Professional Development

## Session 1

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This three-hour workshop will help you teach participants how to:

- Learn some ways to deal with the challenges of being a manager
- Recognize some of the responsibilities they have as a manager, to themselves, their team, and their organization
- Learn key techniques to help them plan and prioritize effectively

### **Introduction and Course Overview**

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

### **Adjusting to Your Role as a Manager**

All managers should be able to ask for help, ask for resources, find a mentor, and set limits for themselves.

### **Making Plans**

Participants will learn about the Urgent/Important Matrix and learn how to prioritize and classify the work they have to do.

### **Planning**

In this section participants will learn that in order to develop plans, they must set goals and objectives. You will cover how goals, actions/strategies, resources, and implementation are the four main elements of planning.

### **Setting Goals**

You will convey to participants SMART goals have the best chance of being reached.

## **Planning Tools**

This section will cover planning guidelines, the five guidelines to use when checking plans, and how to use a planner and to-do book.

## **Setting a Ritual**

Routines simplify, clarify, and create order, symmetry, and familiarity in chaos and high stress situations.

## **Case Study – Another Day at the Office**

Participants will break into groups and discuss some recommendations for Myron, a man who never seems to have enough time.

## **The Four D's**

This section discusses Do, Dump, Delay, and Delegate.

## **Workshop Wrap-Up**

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.