

Managing Your Time and Priorities



Course Number: MTS GI 090	Scheduled Sessions:
Cost Per Person: \$100/Participating, \$200/Non-Participating	9/17/18
Eligibility: All	11/8/18
Instructor: Carol Tripp	2/26/19
Length: 8:30 am – 4:30 pm	5/14/19
Certificate Series: Advanced Professional Development	
Location: Des Moines, Hoover State Office Building, Level A	

Overview:

This “timely” class helps employees set goals and get more things accomplished in less time. You complete goal-setting exercises and are provided with skills to increase productivity and achieve your goals. You will learn to schedule your priorities and prioritize your schedules. Strategies for getting and staying organized, using a variety of tools to manage time and priorities effectively, and delegating where and when necessary are all included.

Objectives:

- Learn what causes the time crunch and the control we have over these “crunchers.”
- Learn how to manage the many priorities in the working person’s life and the steps to delegate tasks to co-workers as possible and appropriate
- Learn how to set short and long term goals for personal and professional growth
- Identify solutions to the time crunch in your life through elimination of common time wasters or unnecessary distractions
- Leave the seminar with helpful tools for managing your time and overcoming stress throughout your life