

## Prioritizing Your Time Effectively

### Prehľad

In this course, students will learn to improve their focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of their time.

### Vzdelávacie ciele

After completing this course, students should have a plan to improve your:

- Time Management
- Prioritization
- Organization
- Workflow
- Productivity

### Wise Time Management

Identifying Time Wasters  
 Applying the 80/20 Rule  
 Utilizing Calendars  
 Creating Rituals

### Prioritizing Your Time

Taking Charge of Your Time  
 Protecting Your Time through Assertiveness

### Planning Wisely

Managing the Power of Your Productivity Journal  
 Finding Hidden Time  
 Chunking, Blocking, and Tackling

### Organizing Your Workspace

Decluttering  
 Managing Workflow  
 Taking Control over Email

### Tackling Procrastination

Knowing Why You Procrastinate  
 Nine Ways to Avoid Procrastination

### Knowing Why You Procrastinate

Weathering the Storm  
 Creating and Executing a Plan  
 Applying Lessons Learned

[Online registrácia](#)

### Termíny

Trvanie kurzu (v dňoch): 2 Days

G2R = "Garantovaný termín" | OLL = "Online LIVE"  
 ILT = "Kurz vedený inštruktorom"

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|----------|------------------|----------------------|-----|--------|
| 04/16/20 | 3:00PM - 11:00PM | Bratislava, Slovakia | OLL | € 0.00 |
| 05/12/20 | 3:00PM - 11:00PM | Bratislava, Slovakia | OLL | € 0.00 |
| 06/08/20 | 3:00PM - 11:00PM | Bratislava, Slovakia | OLL | € 0.00 |

## Increase Your Productivity

Applying Productivity Tools  
Finding What Works  
Eliminating the Word "Should"  
Building on Success

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