

DEVELOPING AND APPLYING WORK PRIORITIES WORKSHOP



Learn practical time management skills to prioritise, schedule, and balance competing responsibilities, helping you make the most of each day.



**MASTER TIME MANAGEMENT
SKILLS TO PRIORITISE,
SCHEDULE, AND ACHIEVE
MORE EACH DAY.**

WORKSHOP DURATION:
3 hours face to face or virtually

Discover practical time management strategies to prioritise tasks, balance competing demands, and schedule effectively. This workshop helps you take control of your time and achieve more with less stress.

**CONTACT LUXEDUCATION TO
FIND OUT MORE**

HAVE YOU OR YOUR TEAM EXPERIENCED ANY OF THE FOLLOWING?

- ✓ Often feel there is not enough hours in the day
- ✓ Competing priorities leave you feeling overwhelmed
- ✓ Deadlines regularly sneak up on you
- ✓ Important tasks sometimes get pushed aside for urgent ones
- ✓ You struggle to stay organised and on track
- ✓ Work-life balance feels difficult to achieve
- ✓ Meetings and interruptions derail your focus
- ✓ Searching for proven tools to manage time more effectively

ABOUT LUXEDUCATION

LuxEducation was founded by Ming Ting-Little in 2016 with a vision to simplify training program development through tailored solutions and innovative thinking. With a single point of access to tailored training solutions, we strive to design programs that are best suited to your employees' training needs. By working closely with you, our team of experts will identify your organisation's training needs, provide you with the most viable options and ensure the program is of best fit. Contact us to find out more.

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COURSE OUTLINE & OVERVIEW

1. INTRODUCTION

- Welcome and workshop objectives
- Overview of workshop structure and expectations
- Why effective time management matters



2. UNDERSTANDING TIME MANAGEMENT

- What time management really is
- Common challenges in managing priorities
- The benefits of effective planning

3. THE TIME MANAGEMENT MATRIX

- Exploring urgency vs. importance
- Understanding the four quadrants
- How to prioritise tasks effectively



4. PRACTICAL STRATEGIES FOR MANAGING TIME

- Tools and techniques to stay organised
- Strategies for balancing competing demands
- The principle of taking initiative

5. APPLYING SKILLS TO REAL SITUATIONS

- Identifying personal and workplace priorities
- Exercises: prioritising tasks using the matrix
- Tips for overcoming interruptions and distractions



6. CLOSING AND NEXT STEPS

- Summary of key learnings
- Personal action planning and commitment
- Available resources and ongoing support
- Workshop feedback and evaluation

“Either you run the day, or the day runs you”

Jim Rohn

LEARNING OUTCOMES AND OBJECTIVES

- Describe what effective time management involves and why it is essential for balancing competing responsibilities
- Plan and prioritise work tasks using proven frameworks and strategies
- Track and analyse how time is currently spent to identify areas for improvement
- Apply the Time Management Matrix to assess urgency and importance, and prioritise tasks accordingly
- Develop realistic and efficient work schedules that support productivity
- Use practical time management strategies, including taking initiative to manage competing demands
- Reflect on key learnings and create a personal action plan to improve daily time use and work-life balance

WHAT'S NEXT?

CONTACT LUXEDUCATION TO DISCUSS OR TO BOOK IN YOUR WORKSHOPS

Our comprehensive training solutions are designed to equip your team with the skills and knowledge they need to excel. By investing in your team and their training, you're investing in the future of your company.

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