

PRIORITY MANAGEMENT



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TRAINING CENTER



Introduction

Most professionals end the week with more tasks than they began it with, and the reason is rarely a lack of effort. The Priority Management Course teaches how to decide what matters, protect time for it, and say no to what does not. Participants learn practical methods for planning, focusing, and controlling interruptions, along with goal-setting and workload negotiation techniques. Furthermore, the course covers delegation, energy management, and digital distraction. In addition, it addresses personal planning systems that survive busy periods. As a result, delegates leave able to finish important work consistently and reduce the daily pressure of competing demands.

Priority Management Course Objectives

- Set clear priorities using the Eisenhower matrix and value-impact assessment.
- Align daily tasks with team and organisational goals using SMART objectives.
- Apply goal-setting frameworks including OKRs and weekly priority planning.
- Plan time realistically using time-blocking and calendar defence techniques.
- Manage interruptions, meetings, and email overload effectively.
- Apply the Pareto principle (80/20 rule) to focus effort where it counts.
- Delegate appropriately using the delegation levels model.
- Manage energy and attention with focus and recovery practices.
- Negotiate workload and expectations with managers and peers.
- Build a personal priority management system that suits their role.

Course Methodology

- Interactive workshops led by productivity and time management practitioners.
- Practical planning exercises using real participant workloads.
- Self-assessment diagnostics on focus habits and time use.

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- Group discussion on prioritisation dilemmas and trade-offs.
- Role-play of workload negotiation and boundary-setting conversations.
- Peer coaching on personal planning systems.
- Capstone project: presenting a personal priority management plan.

Who Should Take This Course

- Managers and team leaders with heavy workloads.
- Professionals balancing multiple projects.
- Administrators and coordination staff.
- Project and programme managers.
- Sales and client-facing professionals.
- Anyone managing competing demands and deadlines.

Priority Management Course Outlines

Day 1: Priority Thinking and Goal Alignment

- Why busyness differs from effectiveness.
- The Eisenhower matrix: urgent versus important.
- Value-impact assessment for task selection.
- Setting SMART objectives for the week and quarter.
- Linking personal priorities to team goals.
- The Pareto principle in daily work.
- Exercise: sorting a real task list by priority.

Day 2: Planning and Time-Blocking



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- Weekly planning routines and review habits.
- Time-blocking for focused and shallow work.
- Calendar defence and meeting discipline.
- Estimating task duration realistically.
- Buffer planning and contingency time.
- Daily planning with a three-item priority rule.
- Workshop: building a weekly time-blocked plan.

Day 3: Focus, Distraction, and Energy Management

- Attention management versus time management.
- Managing notifications, email, and digital distraction.
- Deep work practices and focus sessions.
- Interruption management and batching techniques.
- Energy cycles, breaks, and recovery planning.
- Working effectively from home and in hybrid settings.
- Exercise: designing a personal focus routine.

Day 4: Delegation, Negotiation, and Boundaries

- What to delegate and what to keep.
- The delegation levels model and accountability.
- Negotiating workload and deadlines with managers.
- Saying no constructively and offering alternatives.
- Managing expectations with stakeholders.
- Handling competing demands from multiple leaders.
- Role-play: negotiating an unrealistic deadline.





Day 5: Systems, Tools, and Sustaining Focus

- Personal task management systems and digital tools.
- Capture, clarify, organise, and review workflows.
- Meeting and reporting routines that reduce load.
- Building resilience against recurring overload.
- Reviewing and refining personal systems.
- Building a personal priority management plan.
- Capstone project: presenting a priority management plan.

Conclusion

By successfully completing Priority Management, participants will have acquired practical knowledge of priority setting, planning, focus control, delegation, and workload negotiation. They will understand how to protect time for important work and how to reduce interruptions and overload. In addition, they will gain a personal system they can sustain over time. Gentex Training Center builds this programme around real workloads, so delegates return ready to work with clearer focus and less daily pressure.

FAQs

Q1 What is the "Priority Management" course about?

It teaches how to identify what matters most and protect time for it. Participants learn the Eisenhower matrix, time-blocking, focus management, delegation, and workload negotiation. The course focuses on practical systems that hold up during busy periods.



Q2 What are the key benefits of the "Priority Management" course?

It reduces chronic overload and improves delivery on important work. Participants gain planning discipline, stronger focus habits, and confidence in setting boundaries. Organisations benefit from better workload conversations, fewer missed deadlines, and more effective use of working hours.

Q3 What skills will I gain from the "Priority Management" course?

Participants gain priority setting and goal alignment, planning and time-blocking, focus and distraction management, and delegation and workload negotiation.

Q4 What tools, methods, or standards are covered in the "Priority Management" course?

The course covers the Eisenhower matrix, value-impact assessment, SMART objectives and OKRs, weekly priority planning, the Pareto principle (80/20 rule), time-blocking and calendar defence, deep work practices, batching and interruption management, the delegation levels model, capture-clarify-organise-review workflows, and energy and recovery planning.



Q5 How is the "Priority Management" course applied in real-world practice?

Participants apply it by sorting tasks weekly, blocking focus time in the calendar, batching email and meetings, and delegating with clear levels of authority. They also negotiate deadlines with evidence and review their system monthly to prevent overload from returning.