

Webinar on

Managing Multiple Priorities

Learning Objectives

- Effective vs Efficient*
- Procrastination*
- Learn to say “No”*
- Multi-Tasking Myths*
- Planning and Scheduling*
- Habits*
- Urgent vs Important*
- Productivity Tools*



In a perfect work day, we would all like to be as productive as possible.

PRESENTED BY:

Audrey Halpern is a soft skills training facilitator consultant with 20+ years of experience. Audrey's is currently a faculty member of the American Management Association where she trains communication skills

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

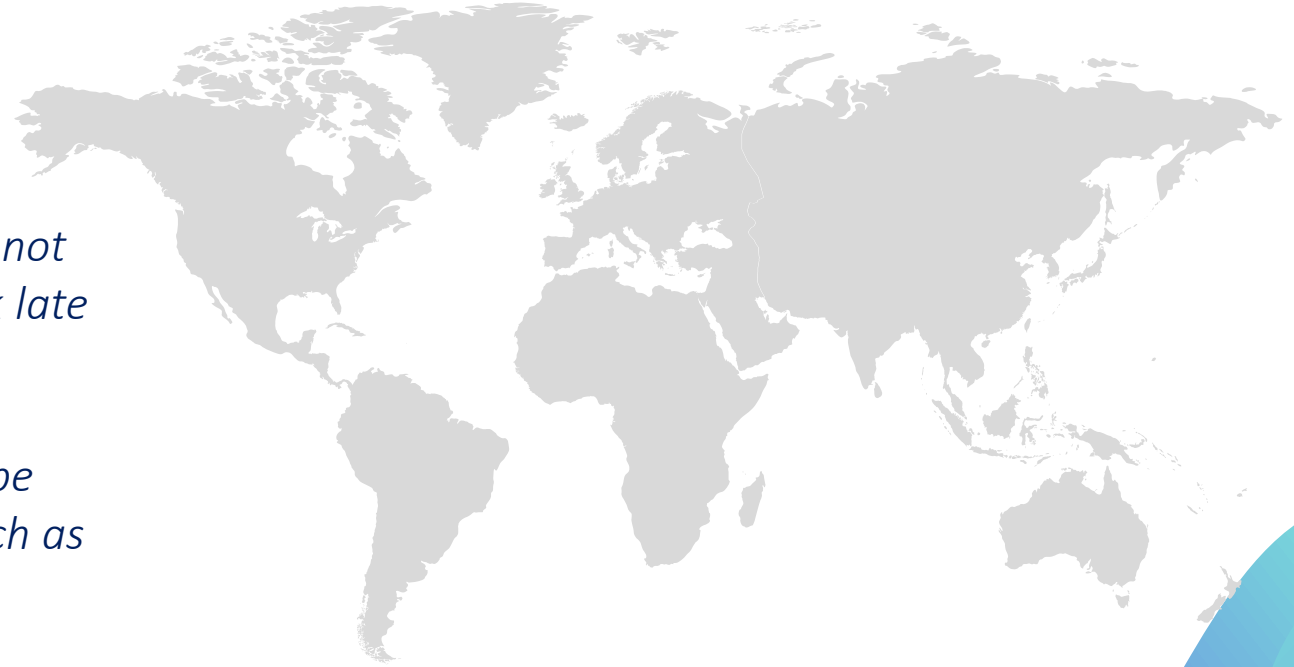
In a perfect work day, we would all like to be as productive as possible. From the minute we sit at the desk with a coffee in hand to the moment that 5 o'clock shadow hits our face, productivity would be non-stop. But since we do not live in a perfect world, interruptions, clashes, and hiccups happen which can prevent us from accomplishing everything that needs to get done.



Why Should You Attend ?

43% of Americans categorize themselves as disorganized, and 21% have missed vital work deadlines. Nearly half say disorganization and not knowing how to prioritize causes them to work late at least 2 or times each week.

This webinar gives you tools and resources to be able to prioritize in order to accomplish as much as you can in your day.



To register please visit:

www.grceducators.com
support@grceducators.com
740 870 0321