

Prioritisation and Procrastination

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What you will need:

- Handout 9 – Prioritisation.
- Handout 10 – Prioritising a task: time management model.
- Handout 11 – Exercise: cast adrift.
- Handout 12 – Procrastination.

Content and suggested timings:

Prioritisation	15 minutes
Prioritisation exercise	30 minutes
Procrastination	15 minutes
Total duration:	60 Minutes

Prioritisation

*Having looked at the planning and time management matrix, here we take a bit of time to talk and think about how we prioritise our time. There is also a fun exercise for delegates to do.



**The time management matrix is in module 2 - planning and time management. If you are not using module 2 please ignore the above statement.*

First talk delegates through **Handout 9** – prioritisation. At the end, ask them if they agree with the four things that we say 'perfect prioritisation' is about. Allow five minutes to talk this Handout through.



Information contained on the Handout is as follows:

What makes prioritising so hard for some people?

Priorities change all the time because we receive information all the time, whether from the telephone, emails or meetings or a colleague popping their head around the door. New information may change a task's importance or urgency. It may push an urgent job off your critical list, therefore it is essential to alter priorities continually in line with changes or new information.

If you have someone who works for you who finds it hard to prioritise their workload or you find prioritising difficult yourself, see if the following guide can help:

- ▶ Create your daily or weekly action plan.

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