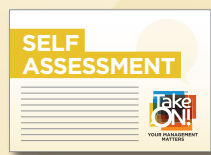
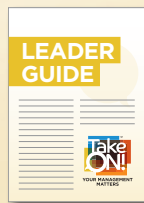


AT A GLANCE:



M PRIORITY SETTING



WHAT'S THIS THEME ABOUT?

“Too much to do and not enough time!” Is that your catch-cry? It seems that we are all too busy these days – and we’re told that everything is important and urgent. So how do we decide what to do first? It’s called prioritising, and it’s an essential skill if you want to be a successful manager.

WHY IS THIS IMPORTANT?

“The key is not to prioritize what’s on your schedule, but to schedule your priorities” - Stephen Covey

It’s easy to keep busy. Imagine you are invited to a project meeting at the last minute where you are informed of some changes that will impact your area in six months time. You attend the meeting and come away with a list of ‘urgent’ actions. You complete the actions because you don’t want to let the project down – and then you have to get your ‘normal’ work done. You stay late and miss out on seeing your kids. But this doesn’t happen once – it happens every week. You can’t work like this – something has to give!

This Management Matters theme develops **effective** managers who can identify and focus on what to do now, what to do later, and when to say no.

IDEAL OUTCOMES

‘Priority Setting’ is about your management team knowing:

- What’s mission critical
- How to distinguish between important and trivial
- How to get things done with the time and resources they have
- How to stay focused when priorities are conflicting

‘Priority Setting’ is about your management team being able to:

- Organise themselves and their team to get the important work done
- Plan their work and adjust the plan when priorities change
- Stay calm and think clearly when there is ‘too much’ to do
- Negotiate or say no to requests that are less important to their team

CONVERSATION SHAPER