

The Art of **Planning** & Prioritizing

How to take control of your workday

A Power Lunch Presentation

The problem ... Like most people, you probably start your workday with the intention of having a productive day. But, as the day rolls on, you find yourself fielding multiple urgent demands, interruptions and fires while watching your task list grow and your priorities for the day slip further and further down the list.

And how on earth can you prioritize well, when everything seems like it's a priority? With more tasks to do, non-stop emails and higher expectations, deciding what deserves your attention can quickly become overwhelming.

The solution ... this workshop will show you how to use best practices for planning and prioritizing so you can self-manage your day in order to maximize your potential, and leave you with a sense of accomplishment at the end of your workday.

Here's what you'll learn ...

- 🕒 Calculate the real time you have available to do your work
- 🕒 Discover your energy prime times for realistic planning
- 🕒 Learn how to harness the power of your calendar
- 🕒 Implement a weekly wrap up to stay on track of your priorities
- 🕒 How to become a time multiplier

This presentation is packed with practical tips and plenty of interactive opportunities.

For more information or to book this
Power Lunch, please contact:

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