

# How to Prioritize your Tasks & Plan your Day

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## Description of Course

Do you have too much to do and don't know where to start?

Do you have a never-ending to-do list that is causing you frustration?

This course will show you how to manage your time more effectively, focusing on how to prioritize tasks according to their importance and urgency and how to be in complete control of your 'To Do' list.

## Course Objectives

By the end of this course delegates will be able to:

- Understand and practice the fundamentals of prioritising and planning tasks
- Improve speaking and listening skills in English
- Learn key vocabulary related to Time Management

## Duration of Course

Half day

# Course Outline

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- The Big Picture
- Importance vs Urgency in task allocation
- The principles of prioritizing
- How to design an effective to-do list
- Techniques to overcome procrastination