

# Managing Multiple Projects & Priorities

ChangeWorks  
Inc.



You have responsibilities for accomplishing results in your organization. And you have many projects, priorities, tasks, and responsibilities. How to sort it all out? How to get it all done?

## This workshop will help you to:

- ❖ Identify, focus on, and act on your priorities
- ❖ Improve your planning skills to turn your priorities into goals
- ❖ Communicate your priorities to your boss, your peers, and your subordinates
- ❖ Involve the right people at the right time in setting priorities and project objectives and following through on them
- ❖ Organize project teams to most effectively accomplish project objectives
- ❖ Plan your projects, starting with complete task analysis/work breakdown, and make accurate time and cost estimates
- ❖ Anticipate problems in your projects and effectively deal with them before they become crises
- ❖ Accomplish effective and timely project reporting
- ❖ Continue to develop the skills critical to good project management and to management of multiple priorities

You will leave this workshop with not only IDEAS for more effectively managing multiple projects and multiple priorities, but also with TOOLS that you can begin to use immediately on your job.

*This workshop is offered in several formats.*



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