



# Balancing Priorities

How to Successfully Manage Tasks, Deadlines, and Expectations



Self-Guided Learning Program

# Overview



## Introduction

In our increasingly competitive world, we all need to be more productive than ever. Not only must we do our jobs in less time and with fewer resources, we often work for more than one boss and on more than one team. As a result, we may face conflicting tasks, deadlines, and expectations, making it difficult to identify what's most important. Furthermore, the transformations in our workplaces brought about by technology have, in addition to the many benefits, increased the speed and complexity of our work.

This course will enable you to properly prioritize your obligations, allowing you to improve performance and productivity. As a result, you'll also achieve a better work/life balance, minimize the stress related to managing your tasks efficiently, and, ultimately, improve working relationships.



## Test Your Knowledge

Read the question, then click on the answer.

*Which is a low urgency/high importance task?*

A. Attending the weekly team meeting.

B. Getting essential computers online when they go down.

C. Interrupting your work to chat with a colleague.

D. Reading interesting blog and twitter posts.

