

P2: Productivity and Prioritization

Program Title: P2: Productivity and Prioritization

Delivery Format: Workshop or Webinar

Program Length: 2hr Workshop/1hr Webinar

Audience: AHA Employees

Program Description:

Do you want to work smarter, not harder?

The key to better productivity is doing the right things at the right time! That's easier said than done though, right? Maybe you just need a little direction. The P2: Productivity and Prioritization workshop sets you up for success by showing how to manage your attention, as well as your time. We walk you through some of the latest cutting-edge techniques, tips, and tricks for optimizing the time and energy you spend at work. You'll learn to prioritize tasks and projects, tweak your environment to "offload" brain tasks, and to re-organize your to-do list as a "master list." If you're ready to turbocharge the way you do business, join us for the next session.

Key Objectives:

- Identify the limitations of time and attention
- Replace multitasking mindset with multiprojecting mindset
- Identify and categorize A, B, and C priorities
- Use the Prioritization Matrix to better prioritize tasks
- Replace traditional to-do lists with the Master List
- Manage email to improve efficiency

Included Program Materials: P2 Job Aid

Follow-Up: 4 monthly activities

Cost: No Cost



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