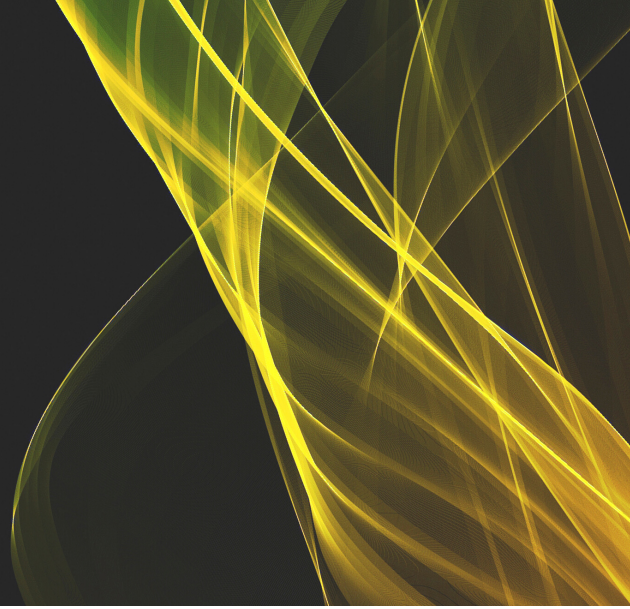


PRIORITY MANAGEMENT ARE YOU EFFECTIVE OR EFFICIENT? PRESENTATION



INTRODUCTION

You often hear these terms being thrown around, but what do they really mean? Are efficient people more productive because they get more work done? Or should you be more focused on being effective?

PRESENTATION FORMAT OPTIONS

- 1-hour Face to Face presentation
- 1-hour web-based presentation

KEY TAKEAWAYS

- Learn the difference between efficient and effective
- Identify strategies that will enable you to get your work done and be more productive
- Plot your work on a matrix to allow you to better prioritise
- Implement an effective decision making process
- Define questions and strategies to allow for greater efficiency