Priority Learning Series

New Offer in 2027

Let's Get Organized Series
Five-Day Series

Each day runs from 8:30 to 12:30. All materials, food, assessments, and personal coaching are included.

Elements:

- ✓ Examine your Urgency Index
- ✓ Manage your Calendar and set monthly goals
- ✓ Plan daily to maximize your time and minimize your stress
- ✓ Learn how to set priorities
- ✓ Complete a Myers-Briggs Type Indicator (MBTI) to help you understand how you organize
- ✓ Experience some great exercises defining personality types
- ✓ Examine the best communication practices
- ✓ Capture important discussions on Communication Planners
- ✓ Delegate with your team and clarify roles
- ✓ Review and practice the different methods of Project Planning
- ✓ Learn how Stress gets in the way of personal organization
- ✓ Plan how you will keep your desk clear of clutter



For anyone who would like to:

- ✓ Manage their calendar, whether in a paper system or an online version
- ✓ Gain extra time by planning A and B tasks
- ✓ Set clear priorities for success
- ✓ Determine important tasks versus busywork
- ✓ Create some monthly goals
- ✓ Communicate important stuff
- ✓ Set up an easy way to file and retrieve information
- ✓ Project manage using the best tools
- ✓ Set up an easy filing system
- ✓ Examine stress and coping methods
- ✓ Learn about how our personalities affect our personal organization by completing the MBTI

Featuring the Urgency Index Diagnostic and the Myers-Briggs Type Indicator

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Inspiring Tomorrow's Performance