

# Managing Multiple Priorities for the Best Result

The heavier your workload and the busier your schedule, the more you'll benefit from this program. It's easy to feel that everyone and everything is competing for your attention when business and personal lives get out of balance or you have the responsibility for the multiple tasks of project management and human resource issues or you are just stuck with many different areas of responsibility. This program is for anyone who wants to regain control of their life in an environment of downsizing or reorganization or change.

## **The cost of failure at today's high speeds affects:**

- Profits and potential
- People and position

You *can* put projects and people back on track for success: This program will show you how.

## **You'll learn ways to...**

- Identify your recovery plan
- Redirect for success
- Gain the assistance and cooperation of others

If you're like most, you want to be the best and still have an enjoyable and balanced life. You can't stop change or increased workloads, but you can manage the process and get the results you desire. This program will give you the tools you need to put projects on the fast track and everything in its proper place.

## **You and your people will learn powerful new ways to....**

- 1. Effectively evaluate and prioritize the critical elements of the current situation.**  
Determining area of needs and a priority of importance in implementing change.
- 2. Prepare yourself and others for the necessary changes.**  
Identify and address behaviors and personality traits that create resistance to change and limiting habits.
- 3. Remove the behaviors that lead to problems.**  
Discover tools for dealing with procrastination, over committing, assertiveness, interruptions and creativity needs.
- 4. Manage multiple projects and priorities effectively.**  
Organizing and maintaining control of difficult projects and multiple priorities in an overloaded situation. Set clear objectives that gain results through scheduling and prioritizing.
- 5. Save profits and energy by creating synergy in your work environment.**  
Aligning projects and developing effective communication channels during projects and priorities. Working through difficulties and conflicts and utilizing all resources available to the nth degree.



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