

How to Manage Competing Demands

According to a 2005 Microsoft survey, most people actually use 60% or less of available work time. Rather than spending too much time on unimportant activities or in crisis management mode, our goal is to use time effectively. Building on the work of Dr. Stephen Covey, this workshop focuses on planning and prioritizing to meet goals, eliminating “time robbers,” and uncovering effective time management strategies.

Learning Outcomes

- Recognize the importance of clarifying goals, and planning and prioritizing tasks
- Learn to use a personal time log and action plan to identify and eliminate time wasters
- Distinguish between important and urgent matters
- Reduce the impact of interruptions
- Implement the use of an end-of-day planning process
- In your end-of-course action plan, record new knowledge, skills and techniques, and how you plan to apply them on the job

Who Should Attend? Required for all COPP enrollees.
Recommended for all HCC administrative professionals, secretaries, office managers, and all frontline staff.
Open to all full-time & part-time HCC employees.

Length: 3 hours

Program: College Office Professionals Program (COPP) – Required Course

Sponsored By: Employee Learning and Organizational Development (ELOD)

Course Number: WP5119

Registration: Register online via @ Your Service.
To log in, type **myhcc** in your browser address bar
> Click on Human Resources (under Administrative Resources)
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