

Title	Managing Priorities	
Intro	Why is this skill element important?	In order to allocate precious resources – time, budget, people – correctly, it is essential to be able to identify our high priority tasks and to understand the internal and external influences that can derail our focus. Once we can do this, we can direct the focus of our team members more effectively towards individual, team and organisational goals
	Learning outcomes	<ul style="list-style-type: none"> • Understanding what impacts our ability to effectively managing priorities • Discovery of tools to help streamline and organise our work
	Content agenda	<ol style="list-style-type: none"> 1. Defining Priorities – RICE framework; understanding efficiency and effectiveness 2. Understanding what distracts our focus and how we can create routines and behaviours to overcome this 3. Differentiating between Urgent and Important tasks – using the Eisenhower Grid to make informed decisions
Body	Understanding the challenge/issue	With increasing workloads, demanding stakeholders and multiple objectives, it can be difficult to direct our own focus as well as that of our team. Once we have developed an improved approach to prioritisation, we can better focus on the tasks and activities that allow us and our team members to progress towards goal achievement
	Insight	Understanding the behaviours and thinking patterns that cause distraction, procrastination and inefficiency Gaining insight into the need to plan effectively, to invest time upfront, in order to increase effectiveness
	Experience	Building a Focused Task List and understanding the Eisenhower Grid to prioritise effectively
	Apply & reflect	Use the 5Ds approach to help make decisions about how to manage workload in the most effective way
Wrap	Next steps/transfer	Work with your team members to identify the real priorities for your team using the RICE framework Build planning (and review) time into each day to ensure that you and your team are working on high priority tasks