



Balancing Priorities

How to Successfully Manage Tasks,
Deadline, and Expectations

Course objectives

Successful completion of this course will increase your ability to:

- ✓ Understand why it is important to manage your priorities.
- ✓ Describe obstacles to managing your priorities.
- ✓ Prioritize your tasks, activities, and responsibilities.
- ✓ Employ strategies for making the best use of your time.
- ✓ Describe ways to use technology to stay on track.