

Title: How to Juggle Multiple Priorities

Production Company: Communication Briefings

Reorder Information: (703) 548-3800

Length: 17 Minutes

Synopsis:

In this video you will learn how to:

- Cope with job overload using the CAN-DO system
- Assess your strengths and weaknesses
- Divide and conquer your workload
- Manage the unexpected
- Make an organizational system work for you
- Overcome procrastination with a simple five-step approach
- Focus on solutions
- Stop stress from bogging you down
- Ask the right questions to separate what's important and what is urgent

In today's fast-paced, do-more-with-less workplace it's easy to be overwhelmed by countless priorities and deadlines.