

16. Leading through Setting and Managing Priorities

Overview

All leaders have imposed limits—limits on time, limits on personnel, limits on budgets, limited resources. Faced with these limitations and the multiple goals leaders are still required to achieve, setting priorities is paramount to success.

In this course, you'll learn methods for establishing priorities that will allow you to meet organizational and team goals. You'll learn how to evaluate and adjust your own style in regard to priority management principles, and how individual personalities and motivators can drive priorities. You'll also discover how to organize your time and manage disruptions to ensure you meet your goals and learn from the experience.

Learning Objectives

- recognize the elements of a strategic framework for setting business priorities
- identify appropriate actions for managing priorities, based on personality type
- identify examples of motivation based on the key value drivers
- recognize guidelines for managing time productively
- recognize techniques to minimize disruption to priority tasks