

# **Analyze Task Importance and Urgency**

**Modality: On Demand**

**Duration: 15 Min**

## **About this Course:**

This beginner-level course is designed for any interested candidate and professional who wants to learn the art of effectively prioritizing tasks & addressing responsibilities. This course provides an introductory insight into the Urgent/Important Matrix to help professionals prioritize business-related and other tasks seamlessly. This leadership & management training program is best-suited for professionals struggling to keep up with the responsibilities and failing to effectively prioritize tasks.

It is immensely important for professionals or any other individual to understand the importance of scheduled tasks and effectively prioritize tasks based on the importance factor. Understanding the Urgent/Important Matrix can help professionals manage both big and small tasks and will contribute to the on-time completion of tasks on the basis of importance and priority. Business professionals and individuals with management skills are greatly valued by businesses and organizations and their services come in handy for prioritizing business-related activities & tasks.

## **Course Objective:**

The core objective of this course is to help professionals gain a better knowledge and understanding of the following key principles:

- Effectively Prioritizing Tasks
- Addressing Challenging Priorities & Responsibilities
- Urgent/Important Matrix Fundamentals & Essentials
- Mapping & Prioritizing Small and Big Tasks
- On-Time Task Completion
- Scheduling Skills Enhancement
- Addressing Goals & Taming Priorities

## **Audience:**

This course is specifically tailored for the following group of professionals and interested candidates:

- Business Professionals
- IT Support Staff
- Students
- Employees & Workers
- Clients & Customers
- Customer Service Professionals

## **Prerequisites:**

There are no obligatory prerequisites for the Analyze Task Importance and Urgency Course

## **Course Outline:**