

# HOW TO MANAGE PROJECTS, PRIORITIES AND DEADLINES

## OVERVIEW

*How to Manage Projects, Priorities and Deadlines* separates the important from the urgent and provides positive direction when everything is a "top priority." This one-day seminar examines productivity and personal work habits. It helps participants identify critical time lost issues and directs each participant towards increased personal effectiveness.

In this program participants learn to integrate the skills of Time Management, Priority Management and Project Management into a single self-management system. They learn to take control of the time they have and produce results on the tasks that scream to be addressed.

## OBJECTIVES

1. Getting things done can be either a positive or negative influence on personal productivity. Participants will learn ways to examine time demands and discover ways to do the right things at the right time.
2. The seminar develops organizing and planning tools that maximize the organizational efforts busy people are presently using to manage their time.
3. Participants will discover an easy to use technique for sorting priorities and identifying a performance sequence for maximum results and increased productivity.
4. Participants will examine personal habits in an attempt to bring balance to the workplace. This holistic approach to work management will reduce personal anxiety and offer plans for altering counter-productive activities.
5. Participants will integrate three disciplines of time management, priority management and project management into a personal strategy for increased improvement and productivity in their work.

## OUTLINE

### I. PROJECTS, PRIORITIES AND DEADLINES

When the air traffic controller has multiple demands (5 airplanes trying to occupy the same air space) instant decisions must be made. A reliable, predictable and accurate guiding strategy must be implemented. This unit presents a "one-minute focus" that brings the demands into focus and the decisions in line for action. Participants learn the secret of the one-minute focus that serves as a "pathfinder" for the whole day. They will learn how to create a "one-minute focus" that works no matter how hot the deadline or difficult the task.

*The One-Minute Focus for "No-Way" Deadlines*  
*F-A-S-T*

## II. TIME AND YOU

The exchange of information is rapid and multi-faceted. The chances that any individual can keep up with the pace of change in today's society is slim. This unit clearly identifies the sources of multiple priorities and the stress created by information anxiety. Participants will realize they are not alone in their struggle to keep their head above water.

- A. Common Myths About Time
- B. Take Advantage of the Law of the Slight Edge
- C. Pareto Principle

## III. PINPOINTING PRIORITIES

Deciding “what to do when” is often times more difficult than the tasks themselves. In this unit, participants examine their current job responsibilities and ask themselves the following question, “Should I do it, dump it, delegate it or delay it?” For those tasks that must be done, participants will learn an effective approach to prioritizing and completing, using the “Forced Choice Priority Indicator.”

- A. Set Up A System - Divide and Conquer Your Tasks
- B. Forced Choice Priority Indicator  
*Personal Priority Perspective Worksheet*

## IV. PROJECT AND TASK MANAGEMENT

This unit teaches the basics of planning and scheduling so things can be controlled. Whether a participant is an engineer working on the NASA Space Shuttle or a School Custodian planning for summer floor waxing, the discipline of project management is a boom to productivity. Participants learn how to address planning, becoming deliberate and "big picture focused." This is a hands on unit. Seven walk away worksheets are learned that can be used immediately on the job. The main focus should be becoming a visual manager, turning the priorities and projects into charts and graphs that can be seen and easily understood.

- A. Getting The Right Things Done - Right On Time  
*Multiple Project Organizers*

## V. BALANCING YOUR LIFE

Participants learn the vital importance of keeping perspective when there are too many things to do and not enough time to do it. This is the concluding section and focuses on self-management.

- A. Maintain Your Perspective
- B. Checklist for Developing an Attitude of Balance

## **Trainer Information:**

### **Frank Keck**

This seasoned speaker and trainer holds a deep well of experience designing and implementing customized programs of the highest quality. His work has focused on performance improvement in such areas as leadership, customer service, sales training, stress management, and communication and interpersonal skills. He has authored and presented dynamic keynote addresses, seminars and training programs, helping clients and their enterprises achieve the maximum levels from their lives by pushing beyond their preset limitations to develop new levels of accomplishment. In all of this, Frank Keck utilizes humor, encouraging audiences to be focused, but not to take themselves too seriously, enjoying life while challenging themselves.

Frank Keck works with and gives presentations for people who want to do their best on a daily basis and who want to accelerate their success. As a skilled speaker and trainer, Frank believes his strengths lie in the ability to help people feel comfortable, and open and expand their comfort zone to try new things. His thoughtfulness and ability to empathize are keys to establishing a positive connection with audiences that allow Frank to maintain a participant-centered program. He leaves audiences energized and enlightened, and with the skills that will produce positive effects in their personal and professional lives.

### **Vision**

*To help people become their best and accelerate their success.*

### **Mission Statement**

*To help individuals and their enterprises achieve the maximum levels of success by coaching, challenging and encouraging them to overcome their preset limitations, the barriers to success, by developing their interpersonal skills in a fun and positive environment. To provide management and leadership units with the tools and support they need to increase productivity and thereby positively impact the bottom line.*

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### **Favorite Training Topics:**

Vision Creation  
Team Building  
Customer Service  
Creativity  
Leadership

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### **Achievements**

#### ***Education***

- Bachelor of Science, Communications, Southern Illinois University
- Dale Carnegie Training

#### ***Work History***

- Motivational Speaker and Trainer, National Seminars Group/Padgett-Thompson

#### ***Awards & Affiliations***

- American Society for Training and Development
- National Speakers Associations
- Rotary International
- Who's Who in American Colleges & Universities
- Who's Who in American Businesses

- Certified Speaking Professional, NSA
- Eagle Scout from Boy Scouts of America

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### **Clients Include**

- Ford Motor Company
- The St. Louis Cardinals Baseball Club
- Urban Search & Rescue
- Drexel University
- Florida Dept. of Health
- BNSF
- Wellpoint
- Blue Cross-Blue Shield
- ALCOA
- Harrah's
- MacDill FCU
- State of Florida
- Baptist Healthcare
- Union Bank
- TX Health Resources
- Margaritaville

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### **Acclaim**

“I’ve been to many workshops & training sessions over the years. Frank’s combination of message & delivery style is the best I’ve ever seen in 25 years. The framework, quotes, and techniques are powerful.”

—*Michael J. Halligan, Sr. , VP Am,  
Second Harvest Bank*

“Yesterday we concluded our most successful program to date; an all-day off-site session for our entire Division. Frank in his usual form wowed the crowd and brought everyone to their feet. We came away with deliverables and an even more committed group of employees to the Agency”

—*Bob McKee, Director,  
Urban Search & Rescue*

“Frank is an excellent trainer who uses humor and ‘hands-on’ activities to teach the material. He knows when to give more time to a particular subject and when to move on. He encourages people to think beyond the first answer and is delighted when he sees creativity come alive in the people around him. The ‘buzz’ around campus is that if you weren’t at the seminar, you really missed out!”

—*Jackie Medenblik, Co-Chair, Professional Development Committee,  
Trinity Christian College*