

## Managing Your Workload for Success (MYW)

### COURSE NUMBER    FAA01240

For information about this course, contact:  
 FAA Program Manager: Shepherd Curl  
 (386) 446-7132

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### DESCRIPTION AND LEARNING STRATEGY

This session challenges participants to evaluate how they plan and prioritize their work in order to produce effective and on-time results.

This highly interactive, skill practice workshop will provide participants with an opportunity to self assess their current skills and practices in the area of time management and how they manage their workload around it. Through assessment instruments, small and large group discussion, and case studies, participants will be exposed to techniques that help them to better organize and prioritize their important tasks at work. At the end of the session, participants will identify action steps that can be applied in their work environment.

### OBJECTIVES

- Identify present uses of time.
- Identify ways to prioritize the most important work tasks.
- Apply methods to avoid time wasters.

### KEY COMPETENCIES

- |                     |   |
|---------------------|---|
| • Agility           | • Interpersonal Relations and Influence |
| • Communication     | • Problem Solving                       |
| • Developing Talent | • Strategy Formulation                  |
| • Innovation        |   |

### CLASS SIZE

24 participants

### LENGTH    4 hours

(Class times may vary)

### LOCATION

Customer site or  
 FAA Center for  
 Management and  
 Executive Leadership  
 Palm Coast, Florida

### UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

### WHO SHOULD ATTEND

Employees who have a need for organizing their workload more effectively

### ENROLLMENT

To arrange a **fee-for-service delivery**, call Shep Curl at (386) 446-7132.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Managing Change  
 (FAA01306)  
 Systems Thinking  
 (FAA01277)