

Prioritizing & Gaining Traction

fluency



What this is about

In today's whirlwind of tasks, understanding what truly matters and gaining traction can seem elusive, especially when everything is important AND urgent.

This learning session shows you how to elevate your leadership by mastering prioritization and minimizing distractions to focus on the essential, value-generating work that drives meaningful outcomes.

Discover the barriers that obstruct progress and learn practical strategies to overcome them. Unlock insights to distinguish between urgency and importance. We'll also learn how to embrace dynamic tools and techniques to help you cut through the noise, streamline efforts, get traction, and amplify productivity.

Where we journey

- The mindset of a non-essentialist vs an essentialist.
- Identifying your most important work and your highest point of contribution.
- Defining deep work vs shallow work and discerning between the two.
- How to set priorities using the Eisenhower Matrix and declaring your 'Big 3'.
- Three practices to gain traction on your most important work.

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What we learn together

By the end of this session learners will be able to:

- Gain insight into the mindset of an essentialist.
- Identify your highest point of contribution and your most important work.
- Distinguish between deep work and shallow work and how to schedule time around the deep work.
- Apply the Eisenhower Matrix to organize your priorities.
- Use practices to say no, schedule your work, and create the conditions to focus.

Who is this for?

- Current and emerging leaders who want to hone their skills to prioritize with confidence and get traction on value-driven work.

How we learn

- Delivered in-person or online.
- Workshop Duration: 2 to 4 hours
- Facilitated by experienced leaders and trainers who are International Coaching Federation (ICF) certified coaches.
- Interactive and participative. We use real-play, not role-play, and lean into inquiry, discussion, demonstration, and practice to integrate and embed the learning.

What's Next

Take action. To learn more or book this session reach out to us at hello@fluencyleadership.com.