

# PRIORITY SAMURAI™ TRAINING

I'm busy everyday but sometimes I look back and wonder what I've achieved this week.

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I have so many emails, meetings and interruptions that I can't find time for the big picture.

DO WHAT MATTERS MOST EACH DAY

Our workplaces are busy.

We find it hard to stop for long enough to identify our key priorities. We also find it hard to translate our key priorities into what we actually do each day.

In the tradition of Email Ninja® and List Assassin®, this practical course will help you to identify and progress your priorities - each day, each week and each year.

## TRAINING INFO

- DATE** TBC
- TIME** 4 hours duration  
Includes a 15 minute break
- COST** \$2500 in-house training for teams of up to 25 people  
  
Also available using Zoom or Microsoft Teams
- OTHER** Includes Priority Samurai post-training resources

## PRIORITY SAMURAI™ OUTLINE

### OVERVIEW

Understand the disconnect between our priorities and what we actually do each day.

### THINK BIG EACH YEAR

Prioritise space to dream big and to identify annual goals.

### FOCUS EACH WEEK

The power of the weekly perspective for prioritisation.

- Break annual goals down into projects and doable tasks.
- Review and schedule your 'big rocks' each week.

### FLEX EACH DAY

Start or end each day by selecting your 3 most important tasks.

### LIFE PLAN

Stories to encourage action if you want to pursue a life plan in the future.



Probably the most sensible, simple and useful training I have ever done.

TEAM MEMBER, DPIPWE



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