



Consulting and Training | Reach New Heights

**Course Name**

# **Priority Intelligence Decide What Matters in Real Time (Prioritization)**

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**Sector Name**

Interpersonal Skills and Self Development

**Document Type**

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## Priority Intelligence Decide What Matters in Real Time (Prioritization)

### Course Introduction

In modern workplaces, the challenge is no longer a lack of tasks—but too many competing demands. Without effective prioritization, professionals waste energy on low-impact work while critical tasks are delayed or overlooked.

Developed by **Boost**, this course treats prioritization as a daily decision-making skill, not a static ranking exercise. The program equips participants with practical approaches to assess importance, manage urgency, and make sound choices under pressure—without relying on rigid tools or generic models.

**Boost's Prioritization course** enables professionals to focus on what truly matters and deliver higher-impact results.

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## Priority Intelligence Decide What Matters in Real Time (Prioritization)

### Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Employees handling multiple responsibilities
- ✓ Supervisors and coordinators
- ✓ Team members are facing constant interruptions
- ✓ Professionals seeking better decision clarity

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### Learning Objectives

- ✓ Understand the role of prioritization in work effectiveness
- ✓ Distinguish between urgent and important work
- ✓ Make prioritization decisions under competing demands
- ✓ Reprioritize dynamically as conditions change
- ✓ Reduce overload caused by poor prioritization
- ✓ Improve focus and outcome quality

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## Priority Intelligence Decide What Matters in Real Time (Prioritization)

### Course Outline

#### ✓ DAY 01

##### Understanding Prioritization at Work

##### Module 1: What Prioritization Really Means

- ✓ Prioritization vs. task ordering
- ✓ Why everything feels urgent
- ✓ Consequences of weak prioritization

##### Module 2: Importance vs. Urgency

- ✓ Identifying high-impact work
- ✓ Recognizing false urgency
- ✓ Understanding value-driven priorities

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### Course Outline

#### ✓ Day 02

##### **Decision-Making Under Competing Demands**

##### **Module 3: Prioritization Criteria**

- ✓ Impact, risk, dependency, and value
- ✓ Choosing what deserves attention
- ✓ Avoiding emotional prioritization

##### **Module 4: Managing Conflicting Priorities**

- ✓ Handling competing requests
- ✓ Balancing stakeholder demands
- ✓ Saying “yes” and “no” professionally

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### Course Outline

#### ✓ Day 03

##### **Dynamic Prioritization**

##### **Module 5: Reprioritizing in Real Time**

- ✓ Adjusting priorities as conditions change
- ✓ Handling interruptions and surprises
- ✓ Protecting critical work

##### **Module 6: Prioritization in Fast-Paced Environments**

- ✓ Managing urgency escalation
- ✓ Preventing priority overload
- ✓ Maintaining control under pressure

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### Course Outline

#### ✓ Day 04

##### **Communicating Priorities**

##### **Module 7: Aligning Priorities with Others**

- ✓ Communicating priority decisions
- ✓ Managing expectations
- ✓ Reducing misunderstandings

##### **Module 8: Prioritization Without Authority**

- ✓ Influencing priorities across teams
- ✓ Escalation vs. negotiation
- ✓ Building credibility through judgment

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### Course Outline

#### ✓ Day 05

##### **Building a Prioritization Discipline**

##### **Module 9: Common Prioritization Mistakes**

- ✓ Treating everything equally
- ✓ Reacting instead of deciding
- ✓ Overcommitting

##### **Module 10: Developing Strong Prioritization Habits**

- ✓ Personal prioritization routines
- ✓ Learning from outcomes
- ✓ Continuous improvement in decision quality

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## Priority Intelligence Decide What Matters in Real Time (Prioritization)

### Confirmed Sessions

| FROM           | TO             | DURATION | FEES       | LOCATION         |
|----------------|----------------|----------|------------|------------------|
| March 15, 2027 | March 19, 2027 | 5 days   | 4950.00 \$ | England , London |
| June 7, 2027   | June 11, 2027  | 5 days   | 2150.00 \$ | Virtual , Online |
| Aug. 2, 2027   | Aug. 6, 2027   | 5 days   | 4250.00 \$ | UAE , Dubai      |
| Nov. 2, 2026   | Nov. 6, 2026   | 5 days   | 4250.00 \$ | UAE , Dubai      |

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