

UABLEARNDEVWHISPER

A Weekly Publication of Learning

Prioritize!

In today's working environment, do you feel like you are running out of time? We cannot control time, but we can control what we do. We have control over our workspace and our priorities. If your workspace is not conducive to getting things done, take some time to change that.

Get organized and declutter; Consider using the three P's: Priorities, Planning, and Process. Identify your priorities, develop a plan and determine the process. When we take the time to prioritize, we can create a plan to get things done.

CALL TO ACTION:

Join us on April 21st for the [Managing Your Priorities](#) session. Learn with us and others around campus to share some ideas and processes that you can incorporate into your daily routine at work.

Also, consider organizing your workspace to get a head start on your priorities and improve your productivity.

- Declutter, "clean out"
- Organize your workspace (office or home)
- Set your plan in motion

KEEP ON LEARNING*

- ▶ Watch this short [video](#) on the power of an organized workspace.
- ▶ Check out this [video](#) on using weekly sprints to prioritize.
- ▶ Here's an article, [Time Management is Priority Management](#).



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& DEVELOPMENT

The University of Alabama at Birmingham

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