Financial training for non financial staff

ATTAINMENT TRAINING



The financial training specialists

Tip of the week

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Priorities

We all have lots of things that need doing. Some are urgent; some less urgent. The urgency often tends to prioritise our "to do" lists.

But what about prioritising our tasks by relative importance? Importance in contributing to the purpose and aims of our organisation.

As we think this way we start to realise how much time and resource we waste. In financial terms we're increasing costs with relatively little benefit.

So what's the aim of <u>your</u> organisation? How does your team or department help achieve that aim? Which of your tasks today contribute most towards those aims?