



# do more with less

## using prioritization for success

Separating the vital few from useful many is a concept that has redefined personal & organisational productivity.

Vilfredo Pareto is credited with popularising the age-old concept of prioritising through his 80:20 rule. Using this simple principle effectively is essential to success.

## Objectives

Understand the concept of prioritising

tools & techniques for prioritising

understand usage of these methods in daily work & personal life

## Contents

Concept of prioritising

Pareto principle

Numerical & non-numerical prioritisation

Prioritising methods & tools

- Pareto chart

- CPM (Critical Path Method)

- PDCA

- Impact Diagram

- Paired comparisons

Simulated exercises

How to make prioritising a habit?

Self Assessment, Q & A

## Take Away

Post this training workshop, the participants will learn prioritising concepts & methods. They will be inspired to use objective prioritising in their work & personal life.

## Who should attend?

Middle level, Senior level

## What is the duration?

1 day, 2 days

[choose duration](#)

## Interaction language

English, Hindi/ English

## Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role plays

Case studies

Games