Prioritizing Your Workload

MEP Q2S1

BRIDGE
INVESTMENT
GROUP

MEP TRACK – Q2

Q1 – Foundations For Success

- Leveraging Effective Communication
- Aligning Leadership & Employee Learning Style

Q2 – Thriving In Leadership

- Prioritizing your Workload
- Establishing a Work-Life Balance

Q3 – Managing Employee Performance

- Setting Clear Expectations & Defining Goals
- Confronting Performance Issues

Q4 – Elevating Team Performance

- Build a Culture of Excellence
- Retaining Star Employees

BRIDGE
INVESTMENT
GROUP

SESSION TAKEAWAYS

- **The Eisenhower Matrix**

- **How to categorize your tasks**

- **How to handle interruptions at work**

- **A Simple Delegation process**

BRIDGE INVESTMENT GROUP

Introduce yourself!

- ✓ Turn your camera on ☺
- ✓ What's your name and title?
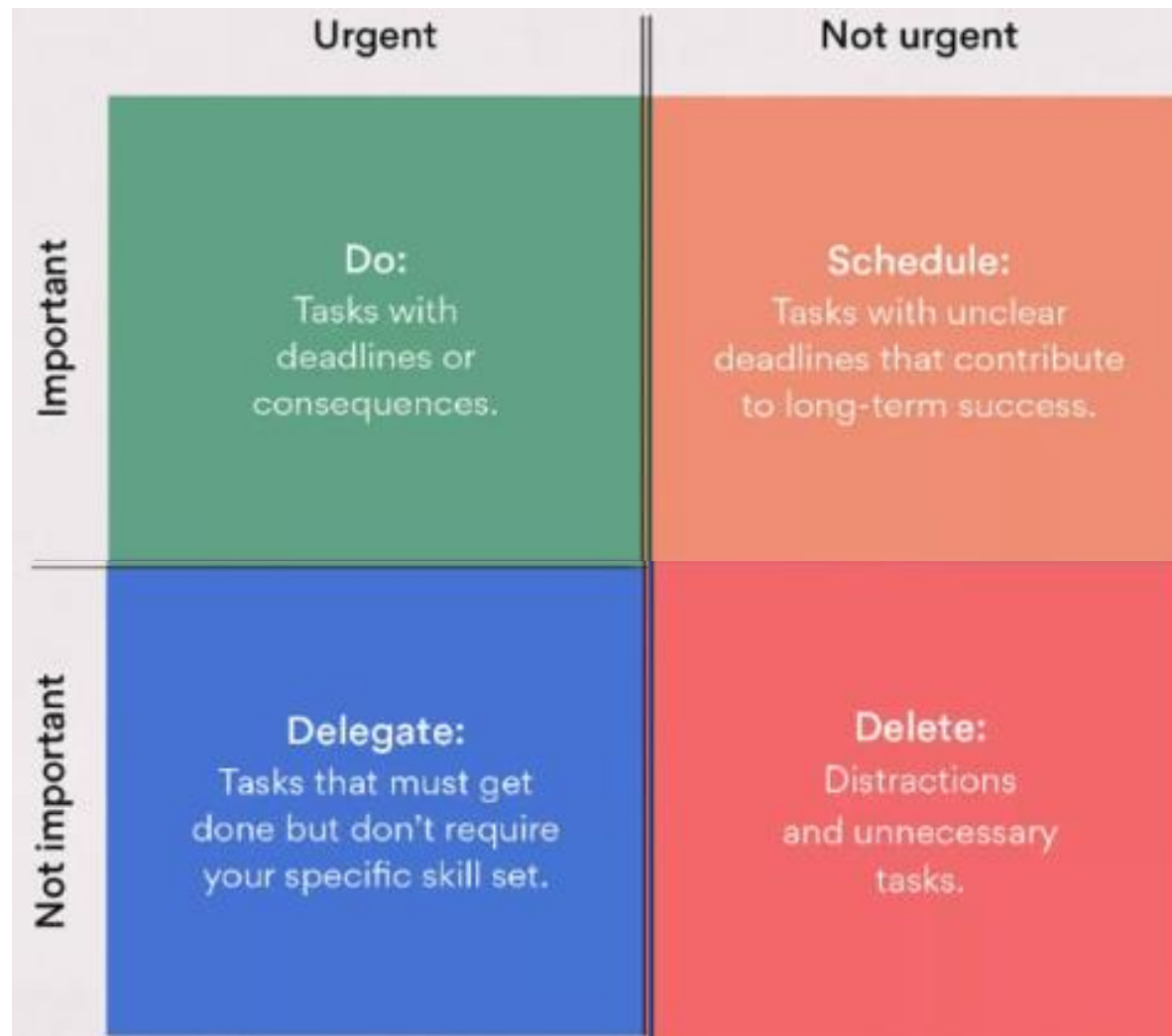- ✓ What vertical are you in?
- ✓ How long have you been with Bridge?

DISCUSS:

- What do you hope to learn and takeaway from today's session?
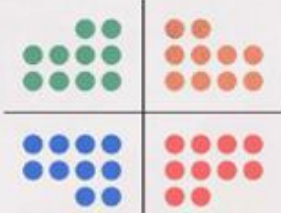
EISENHOWER MATRIX

EISENHOWER MATRIX

HOW TO CATEGORIZE TASKS

HOW TO CATEGORIZE TASKS

EISENHOWER ACTIVITY

Urgent

Not Urgent

Do:

Schedule:

Important

Emergency Repairs: You receive a maintenance request for a gas leak, and it is important to take immediate action to ensure the safety of the residents.

Safety Concerns: You received a call about safety concerns about a structural issue with the balcony.

Tenant Communications and Complaints: You have a tenant complaint and need to take care of it as soon as possible to maintain tenant satisfaction.

Routine Maintenance Scheduling: You have tenant maintenance inquiries that are not urgent but need to be completed this week.

Administrative Work: You need to organize your paperwork in the office, this includes updating leases and tenant records.

Long-Term Planning: You need to schedule your monthly team meetings to discuss goals, budget planning, and forecasting.

Delegate:

Delete/Defer:

Not Important

Marketing Your Property: You need to market your property; you are looking into paid search engine marketing and local advertising.

Rental Billing: It is the 3rd of the month, and you need to collect rent from a couple more tenants.

BRIDGE
INVESTMENT
GROUP
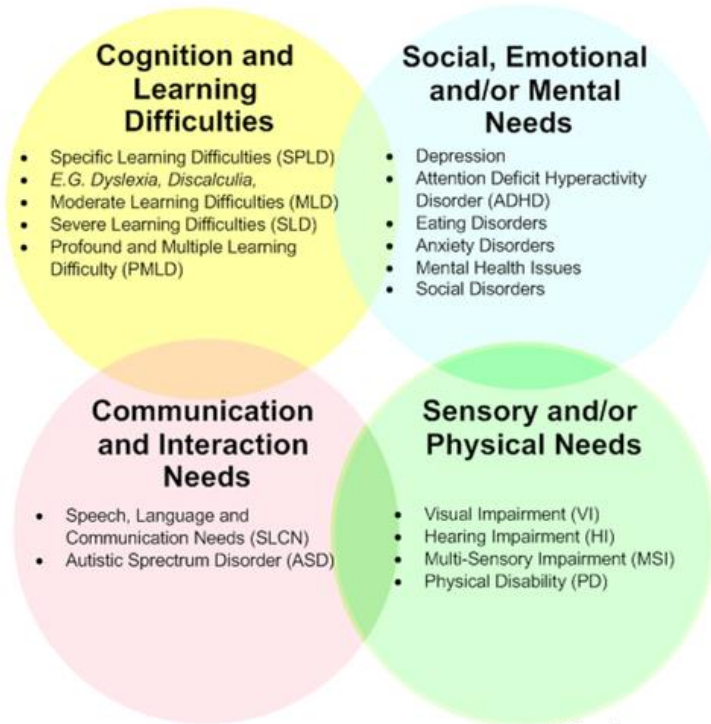
INTERRUPTIONS AT WORK

- Anticipate the interruptions
  - Create buffer times in your schedule.
- Schedule time for checking emails.
- Set a timeline for your tasks
- Move but not remove a task (when is the latest this can be done)
- Focus on one task at a time
- Delegate

CONSIDER BEFORE DELEGATING

Cognition and Learning Difficulties
- Specific Learning Difficulties (SPLD)
- E.G. Dyslexia, Discalculia,
- Moderate Learning Difficulties (MLD)
- Severe Learning Difficulties (SLD)
- Profound and Multiple Learning Difficulty (PMLD)

Social, Emotional and/or Mental Needs
- Depression
- Attention Deficit Hyperactivity Disorder (ADHD)
- Eating Disorders
- Anxiety Disorders
- Mental Health Issues
- Social Disorders

Communication and Interaction Needs
- Speech, Language and Communication Needs (SLCN)
- Autistic Sprectrum Disorder (ASD)

Sensory and/or Physical Needs
- Visual Impairment (VI)
- Hearing Impairment (HI)
- Multi-Sensory Impairment (MSI)
- Physical Disability (PD)

Wordpress.

Learning Styles

- Physical
  - Touching
  - Hands
  - Body
- Verbal
  - Speech
  - Writing
  - Words
- Aural
  - Sound
  - Music
- Visual
  - Images
  - Colours
- Logical
  - Reason
- Social
  - Group Learning
- Solitary
  - Self Study

practicetestsacademy.com

DELEGATION PROCESS

stakeholdermap.com

QUESTIONS

What is the first step to categorize your tasks for the day?

- Make a list
- Color code the tasks based on Urgent to less urgent.

QUESTIONS

What type of task would go in the "Do" Section of the Eisenhower Matrix?

- Urgent

QUESTIONS

What is the name of the productivity tool we learned about today?

- Eisenhower Matrix

BRIDGE
INVESTMENT
GROUP

QUESTIONS

What can you do if you have a task that doesn't require your skill set?

- Delegate

BRIDGE
INVESTMENT
GROUP

QUESTIONS

What is the first step in the delegation process?

- Identify the task for delegation

QUESTIONS? COMMENTS? FEEDBACK?

MEP 2024

BRIDGE INVESTMENT GROUP

Thank you for attending!

BRIDGE
INVESTMENT
GROUP