MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

MANAGING MULTIPLE TASKS

""Enhancing Personal Productivity, Prioritization, and Focus in High-Demand Work Environments""

Schedule

Date	Venue	Fees (Face-to-Face)
04 – 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate
21 – 22 May 2026	Dubai, UAE	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

In today's fast-paced and distraction-filled work environment, professionals are often overwhelmed by competing demands, shifting priorities, and tight deadlines. Success no longer depends on working harder—but on working smarter. Mastering the ability to manage multiple tasks efficiently is critical for productivity, mental clarity, and job satisfaction.

This 2-day course empowers professionals with proven techniques to organize workloads, prioritize with clarity, handle interruptions, and remain focused on high-value activities. Through interactive exercises and planning tools, participants will gain control over their time and energy while maintaining performance under pressure.

Objectives

By the end of this course, participants will be able to:

- Prioritize competing tasks based on urgency and importance
- Plan and structure their workdays more effectively
- Manage interruptions and reduce time-wasters
- Apply tools to improve task delegation, tracking, and execution
- Sustain focus and energy while handling multiple responsibilities

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Why Attend

- Learn how to get more done with less stress
- Move from reactive to proactive task management
- Improve your ability to deliver quality work on time
- Master frameworks like Eisenhower Matrix, time-blocking, and batching
- Boost your professional reputation by staying organized and reliable

Target Audience

This program is designed for:

- Administrative and executive professionals
- Managers, team leaders, and coordinators
- Project and operations staff
- Anyone managing multiple priorities or deadlines

Individual Benefits

Key competencies that will be developed include:

- Time and workload management
- Task planning and prioritization
- Delegation and follow-up tracking
- Focus and attention control
- Stress reduction through workflow clarity

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Greater productivity and time efficiency across teams
- More consistent delivery of key projects and responsibilities
- Reduced stress and burnout in high-demand roles
- Improved internal coordination and accountability
- A culture of focused, effective work habits

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Core productivity principles and behavior change science
- Mini Case Studies – Time management challenges and task overload examples
- Workshops – Daily planning, priority sorting, and delegation maps
- Peer Exchange – Tips, tools, and productivity hacks across roles
- Tools – Prioritization matrices, personal planners, and tracking templates

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Course Outline

Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 – 02:00

Day 1: Productivity Fundamentals and Planning Techniques

- Module 1: The Psychology of Task Overload (07:30 – 09:30) • Why multitasking fails and how task-switching drains energy • Common productivity myths and distractions • Assessing current time management habits
- Module 2: Prioritization in Practice (09:45 – 11:15) • The Eisenhower Matrix and urgent-important framework • Applying the 80/20 rule to daily responsibilities • Clarifying what matters most
- Module 3: Smart Planning and Scheduling (11:30 – 01:00) • Daily, weekly, and monthly planning habits • Time-blocking, batching, and buffer zones • Tools for scheduling deep work vs admin
- Module 4: Workshop – Daily Planner Simulation (02:00 – 03:30) • Create and review a time-structured plan using course tools

Day 2: Execution, Delegation & Resilience

- Module 5: Task Execution and Follow-Up (07:30 – 09:30) • Breaking large tasks into actionable steps • Using checklists, tracking tools, and software • Staying accountable and overcoming procrastination
- Module 6: Delegation and Communication (09:45 – 11:15) • Delegating the right tasks to the right people • Giving instructions, setting expectations, and following up • Delegation templates and workload reviews
- Module 7: Staying Focused Under Pressure (11:30 – 01:00) • Techniques to avoid burnout and mental fatigue • Managing interruptions, email overload, and meeting traps • Building habits for long-term productivity
- Module 8: Final Workshop – Personal Productivity Blueprint (02:00 – 03:30) • Build and present an action plan to optimize your workday • Peer coaching and feedback

Certification

Participants will receive a Certificate of Completion in Managing Multiple Tasks, validating their ability to structure work, prioritize effectively, and manage competing demands with clarity and control.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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