

MANAGING MULTIPLE TASKS, PRIORITIES AND DEADLINES BOOTCAMP

"Mastering Workload, Focus, and Productivity in High-Pressure Environments"

Schedule

Date	Venue	Fees (Face-to-Face)
21 - 22 May 2026	Dubai, UAE	USD 1995 per delegate

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

Introduction

Today's fast-paced work environment demands the ability to juggle multiple responsibilities without compromising performance. This bootcamp-style training equips professionals with proven techniques to prioritize tasks, manage time effectively, overcome procrastination, and stay focused under pressure.

Through practical exercises, real-world scenarios, and productivity tools, participants will learn to regain control over their schedules, set realistic deadlines, and lead themselves and others through complex workloads. This course is ideal for anyone feeling stretched thin, overwhelmed, or committed to getting more done with less stress.

Objectives

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

- Prioritize competing tasks using structured methods
- Develop realistic schedules and meet critical deadlines
- Apply techniques to overcome procrastination and distractions
- Manage interruptions while maintaining productivity and focus
- Use practical tools to track, plan, and review workload

Why Attend

- Gain control over your time and workflow in high-pressure roles
- Enhance decision-making with prioritization frameworks
- Build confidence in managing simultaneous projects and requests
- Learn how to set boundaries and minimize time-wasters
- Boost your productivity without increasing stress

Target Audience

This program is designed for:

- Project managers and coordinators managing multiple deliverables
- Executives, administrators, and support staff handling diverse tasks
- Team leaders and supervisors overseeing people and projects
- Professionals working in deadline-driven environments
- Anyone seeking to improve time and priority management skills

Individual Benefits

Key competencies that will be developed include:

- Effective time planning and task scheduling
- Decision-making under competing priorities
- Self-discipline and focus in managing workload
- Use of digital and analog productivity systems
- Improved stress management and personal organization

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Higher individual and team efficiency and accountability
- More predictable project delivery and task execution
- Reduced errors and missed deadlines due to better planning
- Improved morale from reduced overwhelm and confusion
- A culture of ownership, clarity, and responsiveness

Instructional Methodology

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

- **Strategy Briefings** - Productivity models, time traps, and goal alignment
- **Case Studies** - Real-life scenarios of overload and task conflict
- **Workshops** - Planning matrices, task logs, and boundary setting
- **Peer Exchange** - Priority dilemmas and solution sharing
- **Tools** - Eisenhower Matrix, Gantt snapshots, checklist systems, calendar optimization

Course Outline

Training Hours: 7:30 AM - 3:30 PM

Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Taking Control of Time and Workload

Module 1: Understanding Task Overload & Productivity Killers (07:30 - 09:30)

- Common time traps and work overload causes
- Personal efficiency audit

Module 2: Prioritization Frameworks and Decision Tools (09:45 - 11:15)

- Eisenhower Matrix, Pareto Principle (80/20), ABCD method

Module 3: Building a Realistic and Flexible Plan (11:30 - 01:00)

- Breaking tasks down, sequencing, and buffering time

Module 4: Workshop - Personal Task Prioritization Exercise (02:00 - 03:30)

- Apply planning models to your actual workload

Day 2: Managing Interruptions, Deadlines, and Self-Discipline

Module 5: Dealing with Interruptions and Shifting Priorities (07:30 - 09:30)

- Handling urgent vs important, multitasking myths

Module 6: Techniques to Stay Focused and On Track (09:45 - 11:15)

- Eliminating distractions, task batching, Pomodoro Technique

Module 7: Managing Deadlines with Confidence (11:30 - 01:00)

- Forecasting work, negotiation skills, buffer strategies

Module 8: Workshop - Build Your Weekly Action Plan (02:00 - 03:30)

- Create a balanced schedule using your real responsibilities

Certification

Participants will receive a **Certificate of Completion in Managing Multiple Tasks, Priorities and Deadlines Bootcamp**, confirming their ability to plan effectively, prioritize under pressure, and manage time for optimal performance in dynamic and demanding work environments.

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Interested in running this course for your team?

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