

MANAGING MULTIPLE TASKS, PRIORITIES AND DEADLINES

"Master Time, Prioritize Effectively, and Achieve More with Less Stress."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

In today's fast-paced work environment, professionals are often juggling multiple tasks, competing priorities, and strict deadlines. Without effective time and task management, productivity suffers, stress levels rise, and organizational goals can be delayed.

The Managing Multiple Tasks, Priorities, and Deadlines course equips participants with practical techniques to manage workload efficiently, make informed decisions on prioritization, and achieve high performance while reducing stress. Through real-world exercises, participants will learn how to organize tasks, set realistic goals, and meet deadlines consistently.

Objectives

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

- Understand the principles of effective task and time management.
- Identify and prioritize tasks based on urgency, importance, and impact.
- Manage competing deadlines without compromising quality.
- Apply tools and techniques for planning, scheduling, and organizing work.
- Improve focus, productivity, and decision-making skills.
- Minimize stress and prevent burnout while handling multiple responsibilities.
- Monitor progress and adjust plans dynamically to meet objectives.
- Enhance team coordination and communication for shared tasks.

Why Attend

Managing multiple tasks and deadlines is a critical skill for professionals across all industries. This course provides practical strategies and tools that can be immediately applied to your work. Attendees will gain the confidence and skills to handle complex workloads, achieve targets efficiently, and maintain work-life balance while meeting organizational expectations.

Target Audience

This course is suitable for:

- Managers and Team Leaders
- Project Coordinators and Supervisors
- Administrative and Operations Professionals
- Employees managing multiple projects or tasks
- Anyone looking to improve productivity and time management skills

Individual Benefits

- Gain practical tools to manage multiple tasks efficiently.
- Learn prioritization techniques to focus on what matters most.
- Reduce stress and improve work-life balance.
- Enhance decision-making and problem-solving skills.
- Increase personal productivity and performance.
- Build confidence in handling complex workloads and tight deadlines.

Organizational Benefits

- Improve team productivity and project delivery timelines.
- Ensure consistent achievement of organizational objectives.
- Reduce errors and rework caused by poor task management.
- Enhance collaboration and coordination across teams.
- Strengthen organizational efficiency and workflow management.
- Build a culture of accountability, discipline, and results orientation.

Instructional Methodology

The course uses a practical, interactive approach through:

- Facilitator-led discussions on time and task management principles
- Case studies and real-world workload scenarios
- Hands-on exercises for planning, prioritization, and scheduling
- Group workshops on problem-solving and deadline management
- Self-assessment and reflection activities for personal improvement
- Continuous feedback, Q&A sessions, and collaborative exercises

Course Outline

- Module 1: Introduction to Task and Time Management
- Module 2: Identifying Priorities and Understanding Urgency vs. Importance
- Module 3: Goal Setting and Planning Techniques
- Module 4: Scheduling Tools and Techniques (Digital & Manual)
- Module 5: Managing Deadlines and Avoiding Procrastination
- Module 6: Delegation and Collaboration Strategies
- Module 7: Handling Interruptions and Managing Distractions
- Module 8: Stress Management and Maintaining Work-Life Balance
- Module 9: Monitoring Progress and Adjusting Plans
- Module 10: Capstone Project – Designing a Personal and Team Task Management Plan

Certification

Upon successful completion, participants will receive a Certificate in Managing Multiple Tasks, Priorities, and Deadlines, recognizing their expertise in efficient task management, prioritization, and deadline achievement in professional environments.

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?

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