Training Course on Managing Multiple Tasks, Priorities and Deadlines

Professional Development Training Course Outline

Category	Business	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's dynamic and fast-paced work environment, the ability to effectively juggle **multiple tasks**, navigate competing **priorities**, and consistently meet critical **deadlines** is no longer a desirable skill but a fundamental necessity for professional success. This comprehensive training course equips participants with a robust **methodology** and practical techniques to master **time management**, enhance **productivity**, and reduce **stress** associated with demanding workloads. By focusing on proven strategies for **task management**, **prioritization frameworks**, and **deadline management**, individuals will gain the confidence and skills to optimize their workflow, improve their **organizational skills**, and achieve peak performance in managing complex responsibilities.

This highly interactive and engaging program delves into the core principles of effective **work management**, providing actionable insights and tools that can be immediately applied in any professional setting. Participants will learn to identify and overcome common challenges related to **procrastination**, **distraction management**, and inefficient planning. Through practical exercises and real-world case studies, they will develop a personalized system for **strategic planning**, efficient **resource allocation**, and proactive **risk management** to ensure successful completion of projects and tasks, fostering a culture of **accountability** and achievement within their organizations.

Programme Curriculum

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Course Objectives

Upon completion of this training course, participants will be able to:

1. Implement effective **task management strategies** to organize and track multiple responsibilities efficiently.
2. Apply various **prioritization techniques** to focus on high-impact tasks and maximize productivity.
3. Develop proactive **deadline management skills** to ensure timely completion of projects and assignments.
4. Master techniques for **time blocking** and scheduling to optimize their daily and weekly workflow.
5. Identify and overcome common **time-wasting activities** and distractions in the workplace.
6. Utilize **project management fundamentals** to plan, execute, and monitor complex tasks.
7. Employ effective **communication strategies** to manage expectations and dependencies with stakeholders.
8. Develop personal **organizational systems** for managing information, documents, and resources.
9. Learn to delegate tasks effectively to optimize workload and empower team members.
10. Apply strategies for managing **stress and pressure** associated with tight deadlines and multiple demands.
11. Utilize digital tools and technologies to enhance **productivity and collaboration**.
12. Develop a personalized **action plan** for continuous improvement in managing tasks, priorities, and deadlines.
13. Foster a mindset of **proactive planning** and **continuous improvement** in their work habits.

Organizational Benefits

Organizations that invest in this training will experience:

- Increased overall **productivity** and efficiency of employees.
- Improved ability to meet critical **deadlines** and project milestones consistently.
- Reduced levels of **stress** and burnout among employees due to better workload management.
- Enhanced **team collaboration** and communication through clearer expectations and planning.
- Greater **accountability** and ownership of tasks and responsibilities.

Target Participants

1. Managers and Team Leaders
2. Project Managers
3. Administrators and Executive Assistants
4. Individual Contributors with multiple responsibilities
5. Sales and Marketing Professionals
6. Customer Service Representatives
7. Entrepreneurs and Small Business Owners
8. Anyone seeking to improve their personal and professional effectiveness

Course Outline

Module 1: Understanding the Landscape of Multiple Tasks, Priorities & Deadlines

- Identifying the common challenges of managing multiple responsibilities.
- Understanding the impact of poor time management on productivity and stress.
- Exploring different work styles and their implications for task management.
- Setting clear goals and objectives for effective workload management.
- Introduction to the core principles of the Managing Multiple Tasks, Priorities & Deadlines methodology.

Module 2: Mastering Task Management and Organization

- Effective techniques for capturing and organizing tasks.
- Utilizing to-do lists, task management apps, and other organizational tools.
- Breaking down large tasks into smaller, manageable steps.
- Implementing strategies for efficient information and document management.
- Developing a personalized system for tracking progress and staying on top of tasks.

Module 3: The Art and Science of Prioritization

- Understanding different prioritization frameworks (e.g., Eisenhower Matrix, Pareto Principle).
- Identifying urgent vs. important tasks and allocating time accordingly.
- Learning to say "no" effectively to non-essential tasks and commitments.
- Dealing with competing priorities and making strategic decisions.
- Regularly reviewing and adjusting priorities based on changing circumstances.

Module 4: Conquering Deadlines and Time Blocking

- Setting realistic and achievable deadlines.
- Backward planning and identifying critical milestones.
- Utilizing time blocking techniques to schedule focused work sessions.
- Building in buffer time for unexpected delays and challenges.
- Monitoring progress against deadlines and taking proactive measures.

Module 5: Overcoming Procrastination and Managing Distractions

- Identifying the root causes of procrastination.
- Implementing strategies to overcome procrastination and build momentum.
- Recognizing and minimizing common workplace distractions.
- Creating a focused and productive work environment.
- Utilizing techniques for maintaining concentration and flow.

Module 6: Leveraging Project Management Fundamentals

- Introduction to basic project planning principles.
- Defining project scope, objectives, and deliverables.
- Creating simple project timelines and tracking progress.
- Identifying and managing project dependencies.
- Communicating effectively within a project team.

Module 7: Effective Communication and Stakeholder Management

- Clearly communicating priorities and deadlines to stakeholders.
- Managing expectations and negotiating realistic timelines.
- Providing timely updates on progress and potential roadblocks.
- Active listening and understanding stakeholder needs.
- Building strong working relationships to facilitate effective collaboration.

Module 8: Delegation and Empowerment

- Identifying tasks suitable for delegation.
- Selecting the right individuals for delegation.
- Clearly communicating expectations and providing necessary resources.
- Empowering team members and fostering ownership.
- Providing constructive feedback and support.

Module 9: Utilizing Technology for Enhanced Productivity

- Exploring various productivity apps and software.
- Leveraging calendar tools for scheduling and reminders.
- Utilizing collaboration platforms for seamless teamwork.
- Automating repetitive tasks where possible.
- Choosing the right technology to support individual and team needs.

Module 10: Managing Stress and Maintaining Well-being

- Recognizing the signs and symptoms of stress related to workload.
- Implementing stress-reduction techniques (e.g., mindfulness, breaks).
- Prioritizing self-care and maintaining a healthy work-life balance.
- Developing resilience and coping mechanisms for pressure.
- Seeking support when needed.

Module 11: Strategic Planning and Long-Term Vision

- Aligning daily tasks with long-term goals and objectives.
- Developing a strategic approach to managing workload over time.
- Anticipating future demands and planning accordingly.
- Regularly reviewing and refining personal work management strategies.
- Fostering a proactive and forward-thinking mindset.

Module 12: Building Effective Habits and Routines

- Identifying key habits that contribute to effective task management.
- Developing consistent daily and weekly routines.
- Utilizing habit-building techniques for lasting change.
- Monitoring progress and making adjustments as needed.

- Creating a sustainable system for managing workload.

Module 13: Continuous Improvement and Personal Action Planning

- Reflecting on current work management practices.
- Identifying areas for improvement and setting new goals.
- Developing a personalized action plan for implementing learned strategies.
- Seeking ongoing learning and development opportunities.
- Establishing a system for continuous self-assessment and adaptation.

Module 14: Advanced Prioritization and Decision-Making Techniques

- Applying multi-criteria decision analysis for complex prioritization.
- Utilizing scenario planning to anticipate potential challenges.
- Employing risk assessment techniques for proactive planning.
- Making effective decisions under pressure and with limited information.
- Integrating ethical considerations into prioritization and decision-making.

Module 15: Leading and Influencing Through Effective Work Management

- Modeling effective task management for team members.
- Mentoring and coaching others in prioritization and deadline management.
- Influencing organizational culture towards better work management practices.
- Facilitating team-based planning and coordination.
- Promoting a culture of accountability and shared responsibility.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org **or call** *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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