Managing Multiple Tasks, Priorities and Deadlines Training Course

18 – 22 July 2027
Accra

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Training Center

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Ref: 36369_97049 **Date:** 18 – 22 July 2027 **Location:** Accra **Fees:** 4100 Euro

Course Overview

Effective time management has never been more critical in today's fast-paced professional environment. The course equips participants with actionable methods to enhance productivity, handle multiple deadlines efficiently, and maintain focus amidst workplace challenges. Using proven strategies like effective time management, prioritizing tasks, and aligning goals with workplace expectations, this course is tailored to provide real-world solutions to common time management struggles. Participants will gain mastery in organizing daily priorities, creating effective to-do lists, and applying techniques to manage workplace distractions. By the end of the course, attendees will leave with practical frameworks for managing project timelines, optimizing their daily routines, and achieving work-life balance.

Target Audience

- Team leaders, managers, and supervisors seeking to enhance productivity.
- Project managers handling complex project deadlines.
- Administrative professionals juggle multiple priorities daily.
- Entry to mid-level professionals aiming to master multitasking skills.

Targeted Organizational Departments

- Operations
- Human Resources
- Project Management
- Sales and Marketing

Targeted Industries

- Corporate services requiring time-sensitive operations.
- Technology companies focus on task optimization for efficiency.
- Healthcare sectors balancing critical deadlines and resources.
- Education institutions enhance productivity in administrative and teaching roles.

Course Offerings

By the end of this course, participants will:

- Implement effective time management strategies in their workplace.
- Master goal-oriented time management for long-term success.
- Create and manage efficient task schedules tailored to their roles.
- Overcome distractions using proven techniques.
- Prioritize and align tasks with organizational objectives.
- Enhance productivity through advanced time management tools and methods.

Training Methodology

This course employs various methodologies, including case studies, interactive group discussions, and individual exercises. Real-world examples and role-playing scenarios allow participants to apply learned concepts in practical settings. Feedback sessions will ensure continuous improvement, while templates and checklists will aid implementation. The course is designed to engage attendees actively while focusing on balancing theory with actionable insights.

Course Toolbox

- Comprehensive ebook with time management exercises.
- Templates for creating effective to-do lists and schedules.
- Online resources for mastering multitasking and productivity.
- Checklists for daily priorities and goal alignment.

Course Agenda

Day 1: Mastering Time and Goal Management

- **Topic 1:** Understanding the Basics of Time Management
- **Topic 2:** Setting Long-Term Goals and Objectives
- **Topic 3:** Breaking Down Goals into Manageable Tasks
- **Topic 4:** Identifying and Prioritizing Key Responsibilities
- **Topic 5:** Creating Effective To-Do Lists and Schedules
- **Topic 6:** Self-Assessment of Current Time Management Practices
- **Reflection & Review:** Key takeaways on aligning goals and daily actions.

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Day 2: Organizing Time for Maximum Efficiency

- **Topic 1:** Building and Managing Project Schedules
- **Topic 2:** Developing Personal Organization Systems
- **Topic 3:** Strategies for Staying on Track During Busy Days
- **Topic 4:** Optimizing Daily Routines for Consistency
- **Topic 5:** Managing Priorities Under Changing Circumstances
- **Topic 6:** Using Tools and Technology to Enhance Scheduling
- **Reflection & Review:** Improving organizational habits for effective time use.

Day 3: Using Time Efficiently

- **Topic 1:** Handling Distractions and Maintaining Focus
- **Topic 2:** Overcoming Procrastination with Actionable Steps
- **Topic 3:** Delegating Tasks Effectively for Better Team Output
- **Topic 4:** Managing Personal Energy and Workplace Productivity
- **Topic 5:** Tools and Techniques for Handling Multiple Deadlines
- **Topic 6:** The Art of Saying "No" to Preserve Time
- **Reflection & Review:** Strategies for navigating and overcoming workplace challenges.

Day 4: Time Management in Collaborative Workplaces

- **Topic 1:** Respecting and Utilizing Other People's Time
- **Topic 2:** Enhancing Team Focus and Avoiding Common Pitfalls
- **Topic 3:** Techniques for Keeping Your Boss on Track
- **Topic 4:** Managing Client Expectations and Deliverables
- **Topic 5:** Committing to Personal Change for Productivity Gains
- **Topic 6:** Strengthening Communication to Improve Workflow
- **Reflection & Review:** Applying collaborative time management techniques.

Day 5: Building Sustainable Time Management Habits

- **Topic 1:** Maintaining Consistent Productivity Long-Term
- **Topic 2:** Reviewing and Refining Personal Time Management Systems
- **Topic 3:** Preparing for and Managing Crisis Situations Effectively
- **Topic 4:** Mastering Multitasking While Staying Efficient
- **Topic 5:** Achieving Work-Life Balance through Better Scheduling
- **Topic 6:** Strategies for Continuous Improvement in Time Management
- **Reflection & Review:** Final review of skills learned and their application in real-world scenarios.

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How This Course is Different from Other Courses

Unlike traditional time management courses, the course uniquely combines productivity methods with practical workplace strategies. By addressing common challenges like distractions, balancing multiple deadlines, and aligning goals with team priorities, this course offers a hands-on approach that is both actionable and tailored. Participants will not only learn the theory but also practice solutions to boost productivity and achieve meaningful results.