Management & leadership · ML334

Managing Multiple Tasks, Priorities, and Deadlines

Online · 13 - 17 Dec 2026

Date	Venue	Duration
13 - 17 Dec 2026	**Online**	**1 Week**
Fee	Ref	Language
£1,400 GBP	**ML334**	**English**

Introduction

In high-pressure work environments, professionals are constantly challenged by competing demands, shifting priorities, and tight deadlines. This course provides practical tools and frameworks to efficiently manage multiple tasks, organize priorities, and meet deadlines without sacrificing quality or well-being. Participants will learn how to stay organized, reduce stress, and deliver consistent results through proactive planning and smart execution.

Course Objectives of Managing Multiple Tasks, Priorities, and Deadlines

Upon completing this program, participants will be able to:

- Structure their workday to manage multiple responsibilities
- Apply effective prioritization techniques
- Handle deadlines with less stress and more clarity
- Use time-management tools to improve focus and productivity
- Improve team communication around deadlines and shared tasks
- Recognize and eliminate productivity blockers
- Create personal task management systems that align with goals

Course Methodology of Managing Multiple Tasks, Priorities, and Deadlines

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyze real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organizational Impact of Managing Multiple Tasks, Priorities, and Deadlines

This training program will have a positive impact on organizations by:

- More efficient project execution
- Reduced missed deadlines and last-minute crises
- Greater team accountability and task ownership
- Improved collaboration across departments
- Enhanced productivity and workplace morale

Personal Impact of Managing Multiple Tasks, Priorities, and Deadlines

Participants will experience personal growth and development, including:

- Greater clarity in work planning and prioritization
- Increased confidence in handling multiple demands
- Improved time usage and reduced procrastination
- Enhanced ability to meet deadlines consistently
- Reduced stress and better work-life balance

Who Should Attend

This training program is ideal for:

- Administrative professionals
- Project managers and coordinators
- Team leaders and supervisors
- Office and operations managers
- Professionals working under deadline-driven conditions

Course Outlines

Day 1

Understanding Your Task Load

- Defining task management vs. time management
- Identifying your current workload and pressure points
- Introduction to common prioritization frameworks
- Assessing personal productivity habits
- What’s holding you back?

Day 2

Prioritization Frameworks and Decision Making

- Using the Eisenhower Matrix, ABCD method, and Pareto Principle
- Clarifying urgent vs. important tasks
- Managing conflicting priorities
- Decision-making under pressure
- Sorting and ranking real work tasks

Day 3

Planning and Scheduling for Success

- Time-blocking and calendar optimization
- Daily, weekly, and monthly planning systems
- Tools for tracking tasks and progress (Trello, Outlook, Notion, etc.)
- Identifying peak productivity windows
- Create a weekly plan with deadlines

Day 4

Dealing with Disruptions and Staying Focused

- Managing interruptions and distractions at work
- Strategies for handling unexpected task changes
- Saying “no” diplomatically when priorities shift
- Staying mentally focused under pressure
- Handling a simulated work crisis

Day 5

Integrating Tools and Building a Personal System

- Review of tools and systems covered
- Building a customized task and deadline management toolkit
- Stress management for deadline-heavy environments
- Creating an action plan for applying course learning
- Simulated multitasking and deadline sprint

Register or ask about this course online
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