Management & leadership · ML333

Effective Management of Multiple Tasks at Work

Online · 27 - 31 Dec 2026

Date	Venue	Duration
27 - 31 Dec 2026	**Online**	**1 Week**
Fee	Ref	Language
£1,400 GBP	**ML333**	**English**

Introduction

In today’s fast-paced work environments, employees and managers are expected to handle multiple tasks and responsibilities simultaneously. This course equips participants with proven tools and techniques to manage competing priorities, avoid burnout, and deliver high-quality results. By improving time use, reducing stress, and sharpening focus, participants will develop the confidence and skills to thrive in multitasking roles.

Course Objectives of Effective Management of Multiple Tasks at Work

Upon completing this programme, participants will be able to:

- Identify barriers to effective multitasking and productivity
- Prioritise tasks using proven frameworks (Eisenhower Matrix, ABC method)
- Plan and schedule work to meet deadlines without stress
- Minimise distractions and focus on high-value activities
- Balance multiple tasks across teams and stakeholders
- Improve decision-making under pressure
- Use digital tools for task tracking and organisation

Course Methodology of Effective Management of Multiple Tasks at Work

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse 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.

Organisational Impact of Effective Management of Multiple Tasks at Work

This training programme will have a positive impact on organisations by:

- Improved employee time efficiency and task output
- Better management of workloads and deadlines across teams
- Reduced stress and burnout among staff
- Stronger coordination between tasks and departments
- Increased productivity and accountability

Personal Impact of Effective Management of Multiple Tasks at Work

Participants will experience personal growth and development, including:

- Enhanced ability to handle multiple responsibilities with confidence
- Improved focus, planning, and decision-making skills
- Greater self-control over distractions and time-wasters
- Increased job satisfaction and reduced pressure

Who Should Attend

This training programme is ideal for:

- Administrative professionals
- Team leaders and supervisors
- Project coordinators
- Office managers
- Professionals in multitasking roles across departments

Course Outlines

Day 1

Foundations of Task Management

- Understanding multitasking vs. task-switching
- Identifying your personal productivity patterns
- Common mistakes in handling multiple tasks
- Psychological impact of juggling responsibilities
- Self-assessment: current multitasking effectiveness

Day 2

Prioritisation and Planning Techniques

- The Eisenhower Matrix and ABC prioritisation method
- Urgent vs. important: how to make smart decisions
- Time blocking and the Pomodoro technique
- Planning for recurring vs. ad-hoc tasks
- Practical exercises in prioritisation

Day 3

Scheduling, Delegation, and Workload Balancing

- Weekly and daily planning strategies
- Breaking big projects into actionable chunks
- When and how to delegate effectively
- Identifying bottlenecks in work processes
- Creating a task and delegation plan

Day 4

Managing Distractions and Staying Focused

- Digital distractions and how to control them
- Email, messages, and meeting overload: practical tips
- Creating an environment for deep work
- Tools and apps for task management and focus
- Real-world multitasking scenarios

Day 5

Applying Skills and Creating a Personal System

- Review and integrate all tools and techniques
- Building your personal task management system
- Stress management and resilience techniques
- Action planning for work-life integration
- Simulating a multitasking workday

Register or ask about this course online

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