

MANAGING MULTIPLE TASKS, PRIORITIES & DEADLINES



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Introduction

Professionals rarely handle one task at a time. They juggle requests, meetings, reports, and urgent interruptions, and the pressure rises when several deadlines fall in the same week. This Managing Multiple Tasks, Priorities & Deadlines Training Course teaches participants how to organize competing demands with discipline and clarity. Learners examine proven prioritization frameworks, time-blocking methods, and delegation techniques that protect focus. Furthermore, the course addresses the emotional side of overload, including how to say no professionally and how to recover when plans break down. As a result, participants leave with a practical system for delivering the right work on time without constant firefighting.

Managing Multiple Tasks, Priorities & Deadlines Course Objectives

- Apply the Eisenhower Matrix to separate urgent work from important work.
- Rank competing tasks using weighted scoring and the Pareto 80/20 principle.
- Build a weekly plan with time blocking and the MIT (Most Important Tasks) method.
- Set SMART goals that connect daily activity to team objectives.
- Use the Kanban board and WIP limits to control work in progress.
- Estimate task duration accurately with three-point and buffer techniques.
- Manage interruptions using the Pomodoro Technique and focused work blocks.
- Delegate tasks effectively with the RACI matrix and clear briefs.
- Track progress with a simple weekly review and priority dashboard.
- Communicate realistic commitments and renegotiate deadlines professionally.



Course Methodology

The course combines short lectures with hands-on planning labs. Participants build a live priority dashboard for their own workload, practice time-blocking exercises, and run Kanban simulations. Trainers use case studies, group problem-solving, and peer feedback. In addition, each participant receives coaching on delegation conversations and deadline negotiation. Daily reflection rounds help learners adjust their personal system before returning to work.

Who Should Take This Course

- Managers and team leaders handling multiple projects
- Administrative and executive assistants supporting senior staff
- Project coordinators and program officers
- Operations and department supervisors
- Sales and account managers with heavy client loads
- Anyone balancing recurring duties with urgent requests

Managing Multiple Tasks, Priorities & Deadlines Course Outlines

Day 1: Foundations of Priority Management

- Distinguishing urgency from importance in daily work
- The Eisenhower Matrix and its four action quadrants
- Pareto 80/20 analysis for identifying high-value tasks
- The MIT method and daily top-three planning
- Auditing where time actually goes with a time log

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- Common productivity traps: multitasking and context switching
- Building a personal priority profile

Day 2: Planning and Scheduling Techniques

- SMART goal setting linked to team objectives
- Weekly planning with time blocking and calendar defense
- Task estimation with three-point and buffer methods
- Critical path thinking for overlapping deadlines
- Setting realistic commitments with stakeholders
- Using digital tools and to-do systems consistently
- Creating a weekly review routine

Day 3: Managing Interruptions and Focus

- The Pomodoro Technique and deep work blocks
- Handling emails, calls, and drop-in requests
- The two-minute rule and quick-win triage
- Saying no professionally with clear alternatives
- Managing meetings: agendas, time boxes, and outcomes
- Reducing digital distraction and notification overload
- Protecting focus time in open-plan environments

Day 4: Delegation and Workflow Control

- Choosing what to delegate and what to keep
- The RACI matrix for role clarity
- Writing clear delegation briefs with deadlines and standards



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- Kanban boards and WIP limits for visible workflow
- Monitoring progress without micromanaging
- Handling bottlenecks and rework
- Giving feedback that improves delivery

Day 5: Deadlines, Stress, and Performance

- Diagnosing why deadlines slip and fixing root causes
- Renegotiating deadlines with evidence and options
- Stress management and emotional control under load
- Recovery planning after missed targets
- Building a personal dashboard and weekly scorecard
- Sustaining new habits with accountability partners
- Personal action plan for the next 30 days

Conclusion

By successfully completing Managing Multiple Tasks, Priorities & Deadlines, participants will gain a practical system for organizing competing demands and meeting commitments on time. They will be able to prioritize with objective criteria, protect focus, delegate clearly, and communicate realistic timelines. In addition, they will know how to manage pressure without losing quality or composure. Gentex Training Center designed this course so that learners return to work with methods they can apply the same week.

FAQs





Q1 What is the "Managing Multiple Tasks, Priorities & Deadlines" course about?

It teaches a structured approach to handling many tasks at once. Participants learn how to rank work by importance, plan their week, protect focus time, delegate effectively, and meet deadlines without constant stress or last-minute scrambling.

Q2 What are the key benefits of the "Managing Multiple Tasks, Priorities & Deadlines" course?

Participants reduce missed deadlines and rushed output, gain more control over their day, and communicate commitments more confidently. They also lower stress, spend more time on high-value work, and improve how their team coordinates shared priorities.

Q3 What skills will I gain from the "Managing Multiple Tasks, Priorities & Deadlines" course?

You will gain task prioritization, workload planning and scheduling, delegation and workflow control, and deadline negotiation and stress management. These four skills work together to keep multiple projects moving without dropped commitments.

Q4 What tools, methods, or standards are covered in the "Managing Multiple Tasks, Priorities & Deadlines" course?

The course covers the Eisenhower Matrix, Pareto 80/20 analysis, the MIT method, SMART goals, time blocking, the Pomodoro Technique, Kanban boards with WIP limits, the RACI matrix, and three-point task estimation.



Q5 How is the "Managing Multiple Tasks, Priorities & Deadlines" course applied in real-world practice?

Professionals apply it to weekly planning, project coordination, client account management, and administrative support. The methods transfer directly to any role where several demands compete for the same hours and clear communication about timelines matters.