



Consulting and Training | Reach New Heights

Course Name

Time Management & Multitasking

Sector Name

Interpersonal Skills and Self Development

Document Type

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Time Management & Multitasking

Course Introduction

Time management is a critical skill for enhancing productivity and reducing stress in today's fast-paced work environment. The ability to manage priorities and handle multiple tasks effectively can greatly influence personal and organizational success.

This course helps participants develop structured approaches to planning, prioritizing, and executing tasks efficiently. Key highlights include time-blocking, delegation, digital tools, and techniques for maintaining focus while managing simultaneous responsibilities.

Training Course Methodology

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Time Management & Multitasking

Target Audience

- ✓ Mid-level Professionals
- ✓ Team Leaders and Managers
- ✓ Administrative and Support Staff
- ✓ Project Managers

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Learning Objectives

- ✓ Improve personal time management and planning.
- ✓ Identify time wasters and how to avoid them.
- ✓ Learn multitasking strategies without compromising quality.
- ✓ Use tools and techniques to enhance productivity.
- ✓ Build habits for sustained time discipline.

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Time Management & Multitasking

Course Outline

✓ DAY 01

Mastering Time Management

- ✓ Assessing current time use and productivity habits.
- ✓ Setting SMART goals and daily priorities.
- ✓ Time-blocking and calendar planning.
- ✓ Dealing with procrastination and distractions.
- ✓ Delegation and task distribution.
- ✓ Identifying and eliminating time wasters.
- ✓ Using the Eisenhower Matrix and Pomodoro Technique.

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Time Management & Multitasking

Course Outline

✓ Day 02

Effective Multitasking Techniques

- ✓ Understanding when multitasking works and when it doesn't.
- ✓ Managing competing demands and shifting priorities.
- ✓ Balancing strategic and operational tasks.
- ✓ Batch processing and task grouping.
- ✓ Leveraging productivity apps and digital planners.
- ✓ Mindfulness and focus management.
- ✓ Building a personal productivity system.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 7, 2026	Dec. 8, 2026	2 days	3250.00 \$	UAE , Dubai
Sept. 21, 2026	Sept. 22, 2026	2 days	3950.00 \$	Turkey , Antalya
Jan. 25, 2027	Jan. 26, 2027	2 days	3250.00 \$	UAE , Dubai
April 11, 2027	April 12, 2027	2 days	3250.00 \$	Bahrain , Manama

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