

Consulting and Training | Reach New Heights

**Course Name**

# Managing Tasks

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**Sector Name**

Interpersonal Skills and Self Development

**Document Type**

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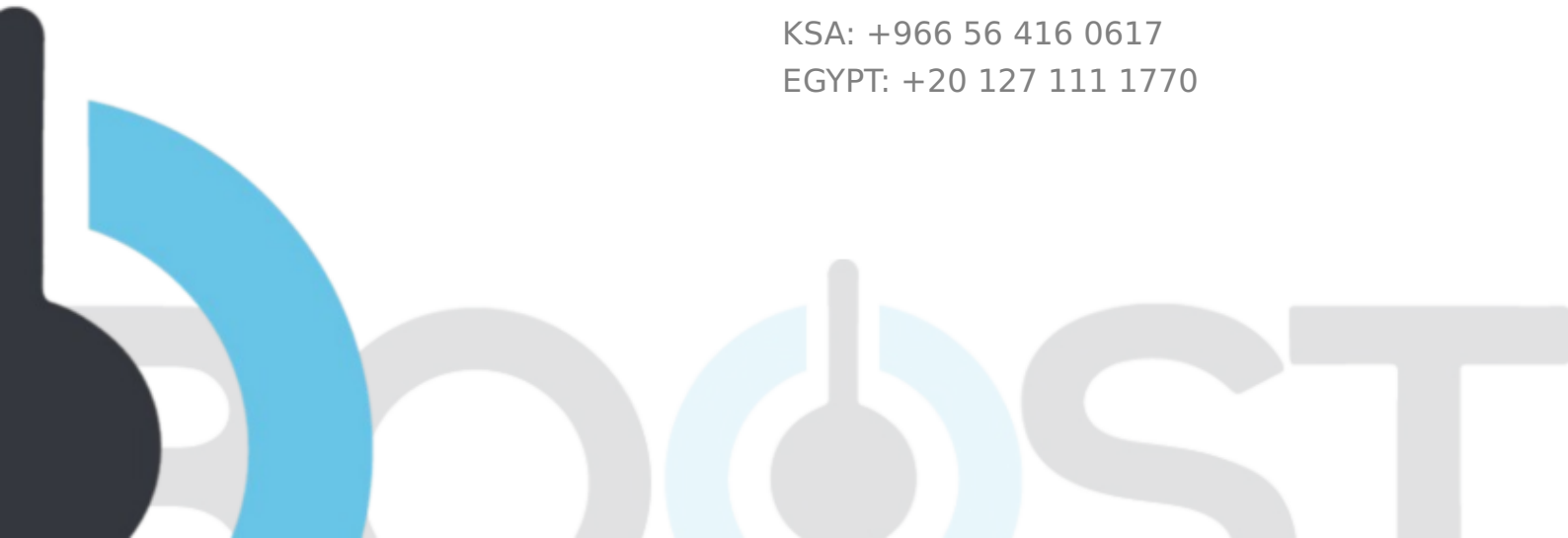
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## Managing Tasks

### Course Introduction

Tasks represent the smallest units of work execution, yet poor task management is one of the most common causes of missed deadlines, rework, and performance gaps. Many professionals struggle not because of workload volume, but because tasks are unclear, poorly structured, or inadequately tracked.

Developed by **Boost**, this course focuses on task management as a core execution skill. The program equips participants with practical methods to define, organize, monitor, and complete tasks efficiently—without turning the course into time management theory or project management training.

**Boost's Managing Tasks course** enables professionals to take control of daily work activities and deliver consistent results.

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## Managing Tasks

### Target Audience

- ✓ Administrative and operational staff
- ✓ Team members handling multiple tasks
- ✓ Coordinators and supervisors
- ✓ Professionals responsible for task delivery
- ✓ Employees seeking better execution discipline

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## Managing Tasks

### Learning Objectives

- ✓ Understand the role of task management in work execution
- ✓ Break work into clear, actionable tasks
- ✓ Organize and sequence tasks effectively
- ✓ Track task progress and completion
- ✓ Manage task dependencies and changes
- ✓ Improve reliability and consistency in task delivery

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## Managing Tasks

### Course Outline

#### ✓ DAY 01

##### **Understanding Task Management**

##### **Module 1: What is Task Management?**

- ✓ Tasks vs. activities and projects
- ✓ Why tasks fail in organizations
- ✓ Impact of poor task management on results

##### **Module 2: Defining Clear and Actionable Tasks**

- ✓ Turning work into clear tasks
- ✓ Setting task scope and expectations
- ✓ Avoiding vague or incomplete tasks

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### Course Outline

#### ✓ Day 02

##### **Organizing and Structuring Tasks**

##### **Module 3: Task Categorization and Grouping**

- ✓ Urgent vs. routine tasks
- ✓ Individual vs. dependent tasks
- ✓ Grouping tasks for efficiency

##### **Module 4: Sequencing and Dependencies**

- ✓ Task order and logical flow
- ✓ Managing dependencies
- ✓ Avoiding bottlenecks

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### Course Outline

#### ✓ Day 03

##### **Tracking and Monitoring Tasks**

##### **Module 5: Monitoring Task Progress**

- ✓ Tracking task status
- ✓ Using simple task tracking methods
- ✓ Identifying delays early

##### **Module 6: Managing Task Changes**

- ✓ Handling changes and new tasks
- ✓ Reprioritizing without disruption
- ✓ Maintaining task control

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### Course Outline

#### ✓ Day 04

##### **Communication and Coordination**

##### **Module 7: Communicating Task Requirements**

- ✓ Assigning tasks clearly
- ✓ Confirming understanding
- ✓ Reducing task-related misunderstandings

##### **Module 8: Coordinating Tasks with Others**

- ✓ Task handoffs and collaboration
- ✓ Managing shared responsibilities
- ✓ Following up on task dependencies

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### Course Outline

#### ✓ Day 05

##### **Improving Task Execution**

##### **Module 9: Common Management Challenges**

- ✓ Task overload
- ✓ Interruptions and distractions
- ✓ Incomplete or delayed tasks

##### **Module 10: Building a Personal Task Management Discipline**

- ✓ Developing consistent task habits
- ✓ Reviewing task outcomes
- ✓ Improving task execution over time

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## Managing Tasks

### Confirmed Sessions

| FROM           | TO             | DURATION | FEES       | LOCATION         |
|----------------|----------------|----------|------------|------------------|
| April 19, 2027 | April 23, 2027 | 5 days   | 4950.00 \$ | Austria , Vienna |
| Aug. 9, 2027   | Aug. 13, 2027  | 5 days   | 2150.00 \$ | Virtual , Online |
| Oct. 19, 2026  | Oct. 23, 2026  | 5 days   | 4250.00 \$ | UAE , Dubai      |
| Feb. 1, 2027   | Feb. 5, 2027   | 5 days   | 4250.00 \$ | UAE , Abu Dhabi  |

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