

Course Name

Multitasking (Intelligent Task Switching Balance Demands, Protect Quality)

Sector Name

Interpersonal Skills and Self Development

Document Type

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Course Introduction

Multitasking is often misunderstood as the ability to handle multiple tasks at the same time. In reality, ineffective multitasking leads to errors, delays, mental fatigue, and reduced work quality. When used correctly, multitasking becomes a skill of task switching, attention control, and workload balancing, not doing everything at once.

Developed by **Boost**, this course reframes multitasking as a controlled work execution skill. The program helps participants understand when multitasking is appropriate, when it is harmful, and how to manage multiple responsibilities without losing focus, quality, or control.

Boost's Multitasking course enables professionals to work smarter—not harder—while managing multiple demands effectively.

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Target Audience

- ✓ Professionals handling multiple responsibilities
- ✓ Administrative and operational staff
- ✓ Coordinators and supervisors
- ✓ Employees working in fast-paced environments
- ✓ Team members facing frequent interruptions

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Learning Objectives

- ✓ Understand what multitasking really is and what it is not
- ✓ Recognize the risks of ineffective multitasking
- ✓ Apply controlled task switching techniques
- ✓ Manage attention and focus across multiple tasks
- ✓ Reduce errors and overload when handling multiple responsibilities
- ✓ Improve work quality while managing competing demands

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Course Outline

✓ DAY 01

Understanding Multitasking

Module 1: The Reality of Multitasking

- ✓ Common myths about multitasking
- ✓ Why multitasking often fails
- ✓ Impact on quality, focus, and performance

Module 2: When Multitasking Works and When It Doesn't

- ✓ Suitable vs. unsuitable tasks for multitasking
- ✓ Cognitive limits and attention
- ✓ Recognizing overload

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Course Outline

✓ Day 02

Managing Attention and Focus

Module 3: Attention Management Basics

- ✓ How attention shifts during work
- ✓ Managing interruptions
- ✓ Protecting focus during critical tasks

Module 4: Task Switching vs. Task Mixing

- ✓ Understanding task switching
- ✓ Reducing switching costs
- ✓ Structuring work to maintain control

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✓ Day 03

Structuring Work for Multitasking

Module 5: Organizing Tasks for Parallel Work

- ✓ Grouping compatible tasks
- ✓ Separating high-focus and low-focus work
- ✓ Avoiding mental overload

Module 6: Managing Competing Priorities

- ✓ Handling urgent demands
- ✓ Rebalancing tasks under pressure
- ✓ Making quick but sound decisions

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Course Outline

✓ Day 04

Reducing Errors and Stress

Module 7: Multitasking and Quality Control

- ✓ Common multitasking errors
- ✓ Protecting quality under pressure
- ✓ Preventing rework

Module 8: Managing Stress and Mental Fatigue

- ✓ Cognitive fatigue in multitasking
- ✓ Recovery techniques
- ✓ Maintaining steady performance

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Course Outline

✓ Day 05

Building Effective Multitasking Habits

Module 9: Personal Multitasking Discipline

- ✓ Developing sustainable multitasking habits
- ✓ Knowing personal limits
- ✓ Adjusting work styles

Module 10: Applying Multitasking in Daily Work

- ✓ Practical application scenarios
- ✓ Balancing speed and accuracy
- ✓ Continuous improvement of multitasking skills

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	5950.00 \$	USA , Texas
Aug. 9, 2027	Aug. 13, 2027	5 days	2150.00 \$	Virtual , Online
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Dubai
April 19, 2027	April 23, 2027	5 days	2150.00 \$	UAE , Dubai

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