

Course Name

Task Management and Prioritization for better Effectiveness

Sector Name

Interpersonal Skills and Self Development

Document Type

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Task Management and Prioritization for better Effectiveness

Course Introduction

This training course is designed to equip participants with essential skills and techniques to manage tasks efficiently and prioritize effectively in both personal and professional settings. Through interactive sessions, participants will explore the principles of task management, including goal setting, organization, and prioritization.

Task Management

They will learn various tools and methodologies to organize tasks, set priorities, and make informed decisions to maximize productivity. Additionally, the course will cover time management strategies, delegation techniques, and collaboration methods to optimize task efficiency and achieve desired outcomes. Through hands-on activities and real-world scenarios, participants will gain practical experience and develop actionable plans to implement effective task management practices in their daily routines.

Training Course Methodology

This course is designed to be interactive and participatory, and includes various learning tools to enable the participants to function effectively and efficiently. The course will use sessions, exercises, and case applications, and a presentation about proven-by-practice

methods, new insights, and ideas about emotional intelligence and its effects in the corporate world.

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Target Audience

- ✓ Executive Secretaries
- ✓ Executive Personal Secretaries
- ✓ Personal Secretaries
- ✓ Executive Assistants
- ✓ Personal Assistants
- ✓ Office Managers
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Senior Assistants

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Learning Objectives

- ✓ Understand the fundamental principles of task management and prioritization for improved productivity.
- ✓ Learn various techniques and strategies for organizing tasks, setting priorities, and making effective decisions.
- ✓ Develop skills in time management, delegation, and collaboration to optimize task efficiency.
- ✓ Apply learned concepts through practical exercises and case studies to enhance task management proficiency.

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Course Outline

✓ 01 Day One

Understanding Task Management Fundamentals

Introduction to Task Management

- ✓ Definition of task management and its importance in personal and professional productivity.
- ✓ Overview of common challenges in task management.

Principles of Effective Task Management

- ✓ Prioritization techniques: Urgent vs. important, Eisenhower Matrix, ABCDE method.
- ✓ Time blocking and batching: Strategies for allocating time to specific tasks and grouping similar activities.

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Course Outline

✓ **02 Day Two**

Setting Clear Goals and Objectives

- ✓ SMART goal setting: Specific, Measurable, Achievable, Relevant, Time-bound.
- ✓ Breaking down goals into actionable tasks.

Strategies for Task Organization and Prioritization

- ✓ Tools and Technologies for Task Management
- ✓ Overview of task management software and apps.
- ✓ Comparison of popular tools such as Trello, Asana, Todoist, and Microsoft To Do.

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Course Outline

✓ 03 Day Three

Creating and Maintaining Task Lists

- ✓ Techniques for organizing tasks: Lists, boards, tags, and categories.
- ✓ Strategies for managing task lists effectively, including regular reviews and updates.

Prioritization Techniques and Decision Making

- ✓ Applying prioritization frameworks to daily tasks.
- ✓ Strategies for making quick and effective decisions when faced with competing priorities.

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Course Outline

✓ **04 Day Four**

Implementing Effective Task Management Practices

Time Management and Efficiency

- ✓ Techniques for minimizing distractions and staying focused.
- ✓ Time management strategies for optimizing productivity.

Delegation and Collaboration

- ✓ Identifying tasks suitable for delegation.
- ✓ Effective communication techniques for delegating tasks to team members.

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Course Outline

✓ 05 Day Five

Task Management in Action

- ✓ Practical exercises and case studies to apply learned concepts.
- ✓ Individual and group activities to practice task prioritization and time management.

Review and Action Planning

- ✓ Reflection on personal task management challenges and progress.
- ✓ Action planning for implementing new task management strategies in daily routines.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 14, 2027	March 18, 2027	5 days	4250.00 \$	KSA , Jeddah
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Dubai
Sept. 21, 2026	Sept. 25, 2026	5 days	5950.00 \$	USA , Los Angeles
Nov. 30, 2026	Dec. 4, 2026	5 days	4250.00 \$	UAE , Dubai

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