

Managing Multiple Tasks, Priorities & Deadlines

Managing Multi Tasks & Priorities Planning is a specialized skill that is needed in many positions in an organization. Employees must manage tight schedules and resources while delivering timely results within budget. This workshop will address the skills and steps needed to successfully plan and schedule different work tasks and achieve company goals and deadlines.

Course Outline :

- How Much your Time Is Worth
- Putting First Things First – Prioritizing
- Time Wasters
- Time Management Strategies
- Delegation
- Knowing how you Really Spend your Time
- Setting Goals
- Developing a Plan of Actions
- Preparing your Schedule
- Planning Goals
- Meeting Deadlines – Preparing a Basic Schedule
- Managing Simple Tasks
 - The Work Breakdown Structure (WBS)
 - Activity Scheduling - Timetables
 - Action Plans
- Work Planning and Scheduling
 - Gantt Charts
- Effective Planning for Important Tasks- The Planning Cycle
- Stakeholder Management

Course Objectives :

- Prioritize your Tasks and Sort what Needs to be Done First According to Priority
- Put an Action Plan to Work upon
- Grasp Some Important Planning Techniques
- Know How to Plan Tasks so that they Can be Completed on Time and Within Budget
- Prioritize the Jobs that Must be Completed so that You Meet the Most Important Deadlines, when Work Runs into Difficulties
- Know how to Manage Communication with Key Stakeholders to Win their Support and Improve the Work's Chances of Success