



COURSE OVERVIEW SS0185 **Managing Multiple Tasks, Priorities & Deadlines**

Course Title

Managing Multiple Tasks, Priorities & Deadlines

Course Date/Venue

October 19-23, 2025/Palm 2 Meeting Room,
Ramada by Wyndham Hotel Riyadh, Riyadh,
KSA

Course Reference

SS0185

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description

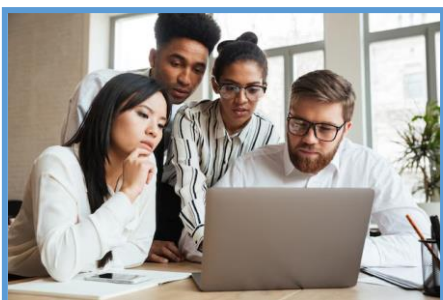


This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed to provide participants with a detailed and up-to-date overview of Managing Multiple Tasks, Priorities & Deadlines. It covers the nature of workload, principles of effective task management and time awareness and self-assessment; the models and frameworks for prioritization, planning mindset for success and tools for basic task organization; setting clear objectives and outcomes and scheduling techniques and managing competing priorities; and the deadline management, resource allocation and delegation and digital productivity tools.



During this interactive course, participants will learn the effective daily planning, overcoming procrastination and managing interruptions and distractions; the progress monitoring and tracking, handling overload and stress and communication for task alignment; managing multiple projects simultaneously, crisis and contingency planning and collaboration and team coordination; the decision-making under pressure, balancing quality and speed and advanced productivity tools; building a customized workflow, combine tools and techniques and creating a "single source of truth" for tasks; and building long-term habits and personal action plan development.



Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on managing multiple tasks, priorities and deadlines
- Discuss the nature of workload, principles of effective task management and time awareness and self-assessment
- Illustrate models and frameworks for prioritization, planning mindset for success and tools for basic task organization
- Set clear objectives and outcomes and apply schedule techniques and manage competing priorities
- Carryout deadline management, resource allocation and delegation and digital productivity tools
- Apply effective daily planning, overcoming procrastination and managing interruptions and distractions
- Employ progress monitoring and tracking, handling overload and stress as well as carryout communication for task alignment
- Manage multiple projects simultaneously and apply crisis and contingency planning and collaboration and team coordination
- Carryout decision-making under pressure, balancing quality and speed and advanced productivity tools
- Build a customized workflow, combine tools and techniques and create a “single source of truth” for tasks
- Build long-term habits and apply personal action plan development

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of managing multiple tasks, priorities and deadlines for team leaders, supervisors, project managers, coordinators, administrative, executive assistants, department heads, managers and those who handle a high workload and need to balance competing responsibilities effectively.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-ATP, is a **Senior Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Time Management & Stress Control**, **Time-Blocking Strategies**, **Time Management**, **Effective Communication & Influencing Skills**, **Improving Influencing Skills**, **Teamwork & Communication Skills**, **Effective Team Working Skills**, **Therapeutic Communication Skills**, **Leadership & Teambuilding Skills**, **Interpersonal Skills & Teamwork**, **Team Work Skills**, **Excellence Team Building**, **Transforming Personal & Team Effectiveness**,

Goal Setting & Team Building, **Exceeding Customer Expectations**, **Excellence in Customer Services Using NLP** (Neuro Linguistic Programming), **Customer Service Excellence**, **Advanced Customer Orientation**, **Customer Satisfaction**, **Effective Internal Customer Care**, **Customer Value Management**, **Certified Customer Journey**, **Problem Solving & Decision-Making**, **Creative Thinking Techniques**, **Strategic Problem Solving** in Petroleum Operations, **Strategic Talent Management**, **Talent Management Succession Planning**, **Career Path Planning & Performance Management**, **Talent Development**, **Coaching & Mentoring Techniques**, **Developing Effective Partnerships**, **Relationship Management**, **Negotiation Skills**, **Developing Personal Resilience**, **Situational Analysis**, **Strategic Planning & Decision Making**, **Contractors Agreement**, **Service Level Agreement (SLA)**, **Supplier Assessment & Performance Management**, **Supplier Management**, **Procurement & Techniques**, **Effective Contractors Management**, **Contracting & Outsourcing**, **Cultural Diversity in the Workplace**, **Cross Cultural Awareness**, **Culture Diversity & Inclusion**, **Stress Management**, **Managing Conflict & Difficult Behaviour**, **Business Process Improvement & Development**, **Non-Compliance Reporting**, **Decision Making**, **Strategic Human Resources Management**, **Change Management**, **Organizational Development**, **Career Management**, **Situation & Behaviour Analysis**, **Coaching Skills**, **Negotiation Skills**, **Strategic Planning**, **Budget & Cost Estimation**, **Risk Analysis & Risk Management**, **Stress Management**, **Inventory Management** and **Financial Administration**. Further, he is also well-versed in **Water Supply System Security**, **Vulnerability & Terrorism**, **Integrated Security Systems**, **Incident Threat Characterization & Analysis**, **Physical Security Systems**, **Security Crisis**, **Security Emergency Plan**, **Command & Control System**, **Preventive Actions** and **Situation Analysis**. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the VMedu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 7,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 19th of October 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Understanding the Nature of Workload Defining Multiple Tasks, Priorities & Deadlines • Identifying Typical Workplace Challenges • Common Myths About Multitasking • Psychological Impact of Overload
0930 – 0945	Break
0945 – 1030	Principles of Effective Task Management Task vs. Project vs. Activity • Breaking Down Work into Manageable Parts • Urgency Versus Importance • The Cost of Poor Prioritization
1030 – 1130	Time Awareness & Self-Assessment Identifying Personal Productivity Patterns • Time-Wasting Habits & Interruptions • Analyzing Daily Routines • Recognizing Personal Stress Triggers
1130 -1230	Models & Frameworks for Prioritization The Eisenhower Matrix • Pareto Principle (80/20 Rule) • ABC Prioritization Method • MoSCoW Analysis (Must, Should, Could, Won't)

1230 – 1245	<i>Break</i>
1245 – 1330	Planning Mindset for Success <i>The Role of Planning in Productivity • Aligning Personal Goals with Organizational Objectives • Setting SMART Goals • Balancing Proactive vs. Reactive Work</i>
1330 - 1420	Tools for Basic Task Organization <i>To-Do Lists & Checklists • Calendar Blocking • Task Tracking Apps & Planners • Digital vs. Paper-Based Systems</i>
1420 - 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day One</i>

Day 2: Monday, 20th of October 2025

0730 – 0830	Setting Clear Objectives & Outcomes <i>Translating Goals into Actionable Tasks • Defining Deliverables & Milestones • Prioritizing Based on Value Creation • Aligning with Team & Organizational Strategy</i>
0830 - 0930	Scheduling Techniques <i>Time-Blocking Strategies • Batching & Clustering Tasks • Critical Path Scheduling • Gantt Charts & Visual Planning Tools</i>
0930 - 0945	<i>Break</i>
0945 – 1100	Managing Competing Priorities <i>Recognizing Conflicts in Priorities • Decision-Making Frameworks for Trade-Offs • Handling Competing Demands from Multiple Stakeholders • Strategies for Balancing Short-Term vs. Long-Term Tasks</i>
1100 - 1230	Deadline Management <i>Setting Realistic Deadlines • Avoiding Procrastination Traps • Anticipating Delays & Buffers • Escalating When Deadlines Are at Risk</i>
1230 - 1245	<i>Break</i>
1245 – 1330	Resource Allocation & Delegation <i>Identifying Resource Needs • Delegation Principles & Best Practices • Communicating Expectations Clearly • Monitoring Delegated Tasks</i>
1330 - 1420	Digital Productivity Tools <i>Task Management Software (Trello, Asana, MS Planner) • Calendar Syncing & Reminders • Project Collaboration Tools (Slack, Teams, Basecamp) • Cloud-Based Storage & Document Sharing</i>
1420 - 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Two</i>

Day 3: Tuesday, 21st of October 2025

0730 – 0830	Effective Daily Planning <i>Morning Planning Rituals • Reviewing & Adjusting Priorities • Aligning Daily Tasks with Strategic Goals • The “3 Most Important Tasks” Method</i>
0830 - 0930	Overcoming Procrastination <i>Identifying Root Causes • Cognitive & Behavioral Strategies • Breaking Large Tasks into Steps • Reward & Accountability Systems</i>

0930 – 0945	<i>Break</i>
0945 – 1100	Managing Interruptions & Distractions <i>Identifying Common Workplace Interruptions • Communication Boundaries • Using Technology Wisely • Focus-Enhancing Techniques (Pomodoro, Deep Work)</i>
1100 – 1215	Progress Monitoring & Tracking <i>Establishing KPIs for Tasks • Daily & Weekly Reviews • Task Completion Tracking Systems • Visual Management (Kanban Boards)</i>
1230 - 1245	<i>Break</i>
1245 – 1330	Handling Overload & Stress <i>Identifying Early Warning Signs • Workload Redistribution • Stress Management Techniques • Resilience Building Practices</i>
1330 - 1420	Communication for Task Alignment <i>Clarifying Task Ownership • Managing Expectations with Managers & Colleagues • Providing Regular Updates • Using Concise & Effective Reporting</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Three</i>

Day 4: Wednesday, 22nd of October 2025

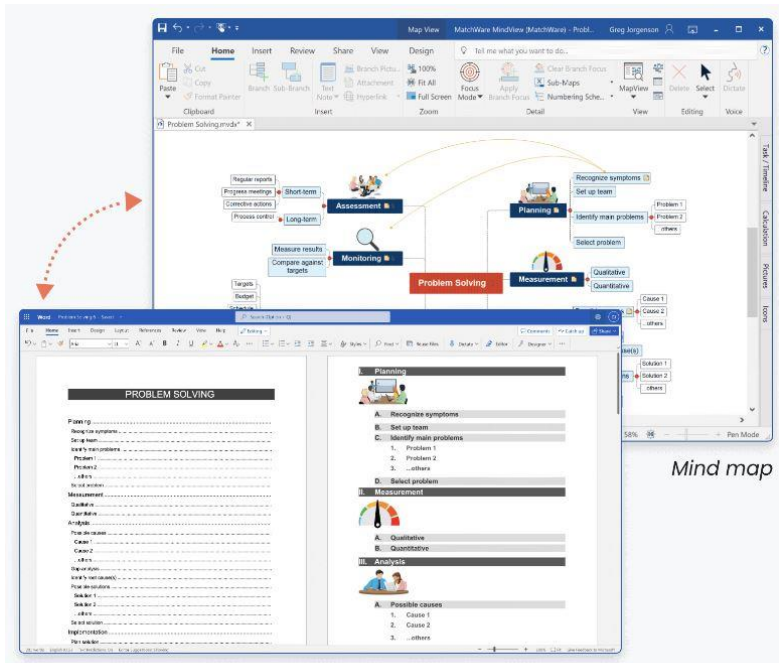
0730 – 0830	Managing Multiple Projects Simultaneously <i>Differentiating Between Tasks & Projects • Setting Cross-Project Priorities • Managing Dependencies • Avoiding Bottlenecks</i>
0830 - 0930	Crisis & Contingency Planning <i>Preparing for Unexpected Changes • Building Flexibility into Schedules • Risk Assessment in Task Management • Backup & Contingency Strategies</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Collaboration & Team Coordination <i>Coordinating Shared Responsibilities • Role Clarity in Teams • Managing Interdepartmental Dependencies • Using Collaboration Platforms Effectively</i>
1100 – 1230	Decision-Making Under Pressure <i>Frameworks for Quick Decisions • Weighing Risks & Benefits • Avoiding Decision Fatigue • Making Confident Choices with Incomplete Information</i>
1230 - 1245	<i>Break</i>
1245 – 1330	Balancing Quality & Speed <i>Defining Acceptable Standards • Avoiding Perfectionism Traps • Efficient Review & Approval Processes • Delivering Quality Under Time Pressure</i>
1330 - 1420	Advanced Productivity Tools <i>Workflow Automation • AI-Powered Task Assistance • Integrated Dashboards for Workload Visibility • Data-Driven Decision Support</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day Four</i>

Day 5: Thursday, 23rd of October 2025

0730 – 0830	Review of Core Concepts <i>Key Takeaways from Each Day • Common Mistakes & Lessons Learned • Real-World Success Stories • Group Sharing of Insights</i>
0830 – 0930	Personal Productivity Systems <i>Building a Customized Workflow • Combining Tools & Techniques • Creating a “Single Source of Truth” for Tasks • Aligning with Personal Work Style</i>
0930 – 0945	Break
0945 – 1100	Case Studies & Simulations <i>Real-Life Task Overload Scenarios • Simulated Multiple Deadlines Exercise • Team-Based Problem-Solving • Lessons from High-Performance Environments</i>
1100 – 1230	Building Long-Term Habits <i>Habit Formation Science • Sustaining Productivity Routines • Creating Accountability Structures • Tracking Long-Term Progress</i>
1230 – 1245	Break
1245 – 1345	Personal Action Plan Development <i>Identifying Priority Improvement Areas • Setting Measurable Personal Goals • Planning 30-60-90 Day Actions • Building Resilience for Future Challenges</i>
1345 – 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Mindview Software”, “Visio Software”, “ChatGPT” and “PMI Infinity”.

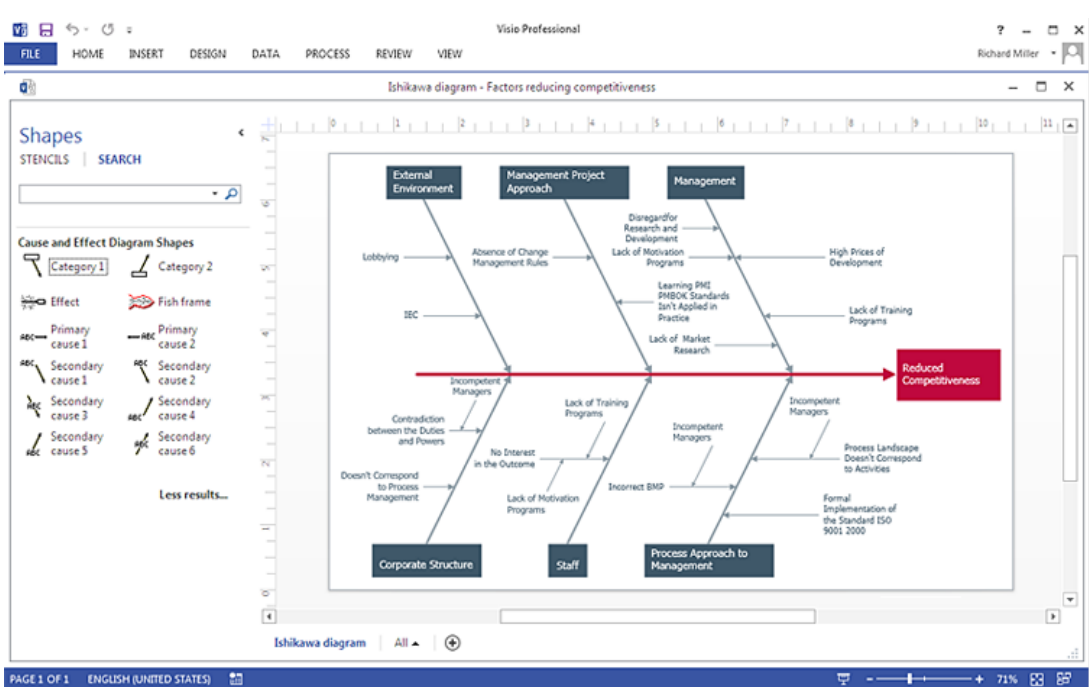


The screenshot displays the Mindview Software interface. The top window shows a mind map titled "Problem Solving" with branches for "Assessment", "Planning", "Measurement", and "Monitoring". The bottom window shows a Word document titled "PROBLEM SOLVING" with a table of contents and a list of topics. A red arrow points from the mind map to the Word document.

Mind map

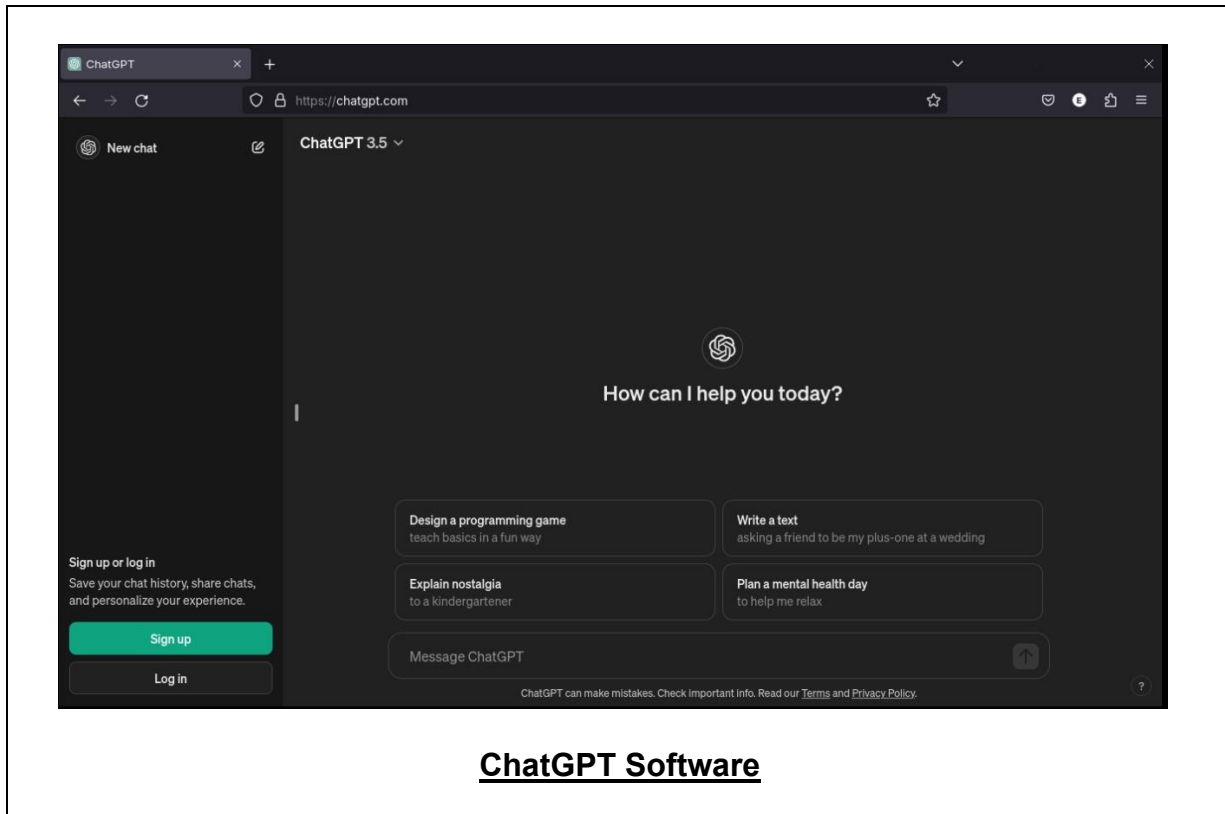
Word

Mindview Software

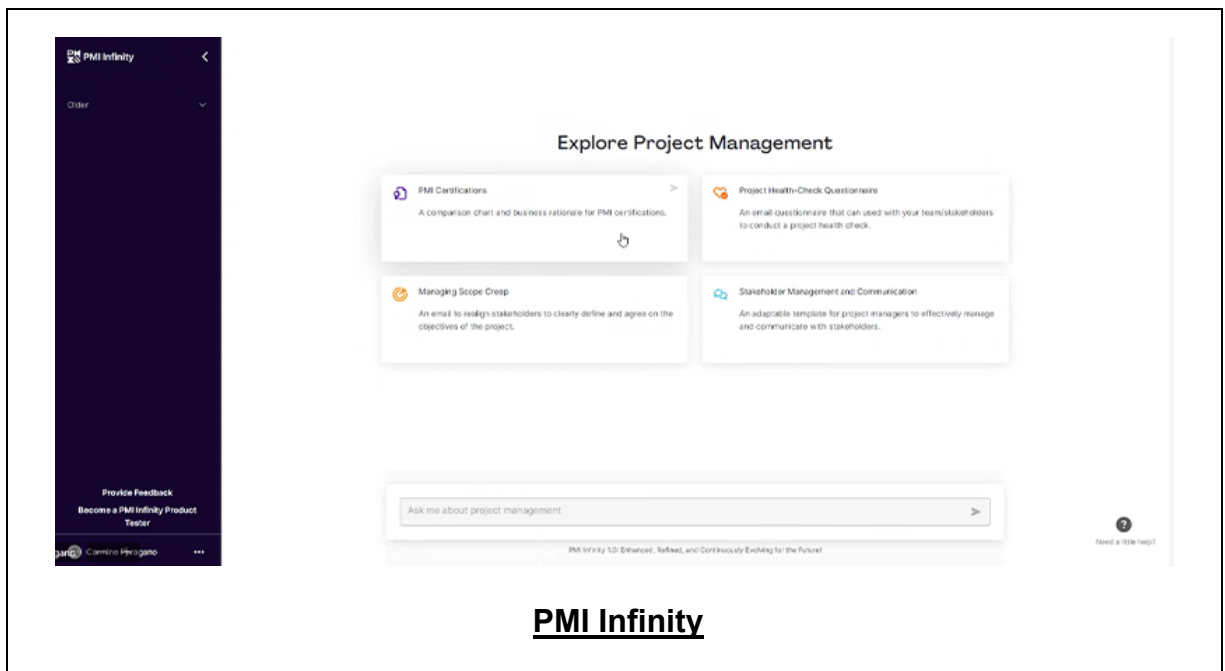


The screenshot displays the Visio Professional interface. The main window shows an Ishikawa diagram titled "Ishikawa diagram - Factors reducing competitiveness". The diagram has a central red arrow pointing to "Reduced Competitiveness". The diagram is divided into four main sections: "External Environment", "Management Project Approach", "Management", and "Process Approach to Management". Each section contains various factors contributing to the reduced competitiveness. The left sidebar shows the "Shapes" pane with "Cause and Effect Diagram Shapes".

Visio Software



ChatGPT Software



PMI Infinity

Course Coordinator

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