



*Training Course:
Task Management and Prioritization for Better
Effectiveness*

*3 - 7 March 2025
Accra (Ghana)*

Training Course: Task Management and Prioritization for Better Effectiveness

Training Course code: MA235331 From: 3 - 7 March 2025 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

Introduction:

Welcome to the Task Management and Prioritization training program designed by Global Horizon Training Center. In today's fast-paced world, effective task management and prioritization are essential skills for personal and professional success. This program aims to equip participants with strategies and techniques to enhance their ability to manage tasks efficiently and prioritize effectively, leading to increased productivity and better overall effectiveness in their roles.

Objectives:

- Understand the importance of task management and prioritization in achieving goals.
- Learn practical techniques for organizing tasks and maximizing productivity.
- Develop skills to prioritize tasks based on importance, urgency, and impact.
- Identify and overcome common challenges in task management.
- Implement strategies for maintaining focus and avoiding distractions.

Target Audience:

This training program is designed for professionals at all levels who want to improve their task management skills and enhance their effectiveness in the workplace. It is suitable for individuals working in any industry or sector who seek to optimize their workflow and achieve better results in their daily tasks.

Outlines:

Day 1: Foundations of Task Management

- Introduction to Task Management
- Understanding the importance of effective task management
- Identifying common challenges and pitfalls
- Introduction to key principles and frameworks e.g., GTD - Getting Things Done
- Practical exercises: Assessing current task management practices

Day 2: Techniques for Task Organization

- Tools and technology for task organization
- Creating effective to-do lists
- Prioritization techniques e.g., Eisenhower Matrix, ABC prioritization
- Time blocking and scheduling
- Strategies for managing email and digital communication overload
- Workshop: Implementing task organization techniques

Day 3: Prioritization Strategies

- Understanding the difference between important and urgent tasks
- Prioritizing tasks based on goals and objectives
- Using the 80/20 principle for prioritization
- Managing competing priorities and deadlines
- Delegating tasks effectively
- Case studies and group discussions on prioritization challenges

Day 4: Overcoming Procrastination and Distractions

- Understanding the psychology of procrastination
- Identifying common sources of distraction
- Techniques for overcoming procrastination
- Creating a distraction-free work environment
- Mindfulness and focus exercises
- Role-playing: Dealing with common distractions in the workplace

Day 5: Sustaining Effective Task Management

- Review and reinforcement of key concepts
- Developing a personalized task management system
- Creating habits for sustainable productivity
- Setting SMART goals for ongoing improvement

- Action planning: Implementing strategies for long-term success
- Course evaluation and feedback

Registration form on the Training Course: Task Management and Prioritization for Better Effectiveness

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