



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

*21 - 25 September 2026  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

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

Training Course code: MA235331 From: 21 - 25 September 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € 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 enhance their task management skills and workplace effectiveness. It is suitable for:

- Individuals seeking to improve their daily workflow and productivity
- Professionals aiming to prioritize tasks more effectively
- Employees from any industry or sector looking to achieve better results in their work
- Team members and leaders who want to optimize time management and resource allocation
- Anyone interested in enhancing personal and organizational efficiency

### 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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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
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info@gh4t.com  
or training@gh4t.com

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