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COURSE BROCHURE

Advanced Managing Multiple Tasks, Priorities and Deadlines Training Course

25 January – 5 February 2027
Geneva

Advanced Managing Multiple Tasks, Priorities and Deadlines Training Course

Ref: 392_13898 **Date:** 25 January – 5 February 2027 **Location:** Geneva **Fees:** 11000 GBP

Advanced Managing Multiple Tasks, Priorities and Deadlines is a 2-week training course for managers, coordinators and busy professionals, in which each participant designs a Personal and Team Workload System with a task inventory, priority rules, visual boards and a weekly review routine. Constant messaging, matrix reporting lines and leaner teams mean more requests arrive than any person can finish. Jupiter Prime Training delivers this course for professionals carrying heavy, shifting workloads.

Why Managing Multiple Tasks, Priorities and Deadlines Matters Now

Three pressures crowd the working week. Collaboration tools deliver requests from many directions at once, fragmenting attention. Matrix structures give one person several bosses, each convinced their task comes first. And leaner teams absorb extra projects without anything being removed. Organisations whose people prioritise openly, negotiate realistic deadlines and protect focus time deliver commitments and avoid burnout; those that do not see missed dates, rework and exhausted staff in finance, engineering and service functions alike. The course draws on the Eisenhower urgent-important matrix, MoSCoW prioritisation, Kanban boards with work-in-progress WIP limits and time-blocking methods.

Who Gains Most from Managing Multiple Tasks, Priorities and Deadlines

- Managers who balance their own deliverables with leading a team
- Coordinators who track many parallel tasks for several internal clients
- Specialists serving more than one manager or project at a time
- Executive and project assistants who protect senior calendars and deadlines
- Team leads who allocate incoming work across busy colleagues

A busy department gains most when a manager and the coordinators who route its work attend together and return with one intake process, shared priority rules and a common board.

Managing Multiple Tasks, Priorities and Deadlines Capabilities

The outcomes move from regaining personal control of a crowded week to running a visible, fair system for a whole team's workload.

- Build a complete task inventory and capacity estimate for one working month — the participant and line manager
- Apply urgent-important and MoSCoW rules to rank competing tasks — requesters and sponsors
- Design a Kanban board with work-in-progress limits for personal and team work — colleagues sharing the workload
- Calculate realistic durations and buffers before agreeing deadlines — clients and project managers
- Communicate trade-offs and renegotiate deadlines when new requests arrive — senior stakeholders
- Specify weekly and monthly review routines that keep the system current — the team and its manager

Key Managing Multiple Tasks, Priorities and Deadlines Terms

- Eisenhower matrix — a grid sorting tasks by urgency and importance into do, schedule, delegate or drop.
- MoSCoW prioritisation — ranking requirements or tasks as must have, should have, could have or will not have this time.
- Work-in-progress limit — a cap on how many tasks may be active at once, used to reduce switching and finish work faster.
- Time blocking — reserving fixed calendar periods for specific tasks or types of work to protect focus.
- Capacity planning — comparing available working hours with the effort that committed tasks require.
- Context switching — the loss of time and attention that occurs each time a person moves between unrelated tasks.

Managing Multiple Tasks, Priorities and Deadlines Day by Day

Day 1: The Overloaded Workplace and Personal Baseline

- Workload Diary Analysis — Where Time and Attention Really Go
- Request Source Mapping — Channels, Senders and Volumes
- Context Switching Costs — Measuring Fragmented Days
- Personal Energy Patterns — Matching Tasks to Peak Hours
- Baseline Overload Indicators — Missed Dates, Rework and Overtime

Day 2: Building a Task Inventory and Capacity View

- Master Task List Construction — Capturing Every Open Commitment
- Effort Estimation Methods — Hours, Ranges and Confidence
- Capacity Calculation — Available Hours Versus Committed Effort
- Recurring Work Catalogue — Routine Tasks That Eat Capacity
- Commitment Audit — Tasks to Renegotiate, Delegate or Drop

Day 3: Prioritisation Frameworks

- Eisenhower Urgent-Important Matrix — Do, Schedule, Delegate or Drop
- MoSCoW Ranking — Must, Should, Could and Will Not
- Value Versus Effort Scoring — Quick Wins and Major Projects
- Weighted Priority Criteria — Strategic Fit, Risk and Deadline
- Priority Rules Charter — Agreed Tie-Breakers for the Team

Day 4: Planning the Week and Protecting Focus

- Weekly Planning Session — Outcomes Before Activities
- Time Blocking Methods — Reserving Deep Work Periods
- Focus Sprint Techniques — Timed Work Intervals and Breaks
- Calendar Hygiene — Meeting-Free Zones and Buffers
- Daily Start and Shutdown Routines — Closing Open Loops

Day 5: Visual Workload Boards

- Personal Kanban Board — To Do, Doing and Done
- Work-in-Progress Limits — Finishing Before Starting
- Team Board Design — Swimlanes for People and Clients
- Blocker Flags and Escalation Cards — Surfacing Stalled Work
- Digital Versus Physical Boards — Choosing for Hybrid Teams

Day 6: Deadlines and Realistic Scheduling

- Backward Scheduling — Working From the Due Date
- Dependency Mapping — Tasks Waiting on Others
- Buffer Planning — Protecting Against Planning Fallacy
- Milestone Check-Ins — Early Warning of Slippage
- Parallel Deadline Juggling — Sequencing Overlapping Due Dates

Day 7: Negotiating Requests and Competing Demands

- Request Intake Questions — Scope, Value and True Deadline
- Saying No and Not Yet — Assertive Declining Scripts
- Trade-Off Conversations — Offering Options to Requesters
- Multiple-Boss Conflicts — Escalating Priority Clashes Fairly
- Service Level Agreements for Internal Requests — Setting Expectations

Day 8: Interruptions, Email and Meetings

- Interruption Log — Patterns and Root Causes
- Batch Processing of Email and Messages — Set Check Times
- Inbox Triage Rules — Delete, Delegate, Respond or Defer
- Meeting Value Test — Attend, Send a Delegate or Decline
- Office Hours Model — Predictable Availability for Colleagues

Day 9: Team Workload Balancing and Delegation

- Team Capacity Heatmap — Spotting Overload and Slack
- Work Allocation Principles — Skills, Fairness and Development
- Delegation Hand-Off Notes — Clear Briefs for Shared Tasks
- Cover and Backup Planning — Leave and Absence Gaps
- Weekly Team Stand-Up — Priorities, Blockers and Help Needed

Day 10: Practising the Personal and Team Workload System

- Inventory and Capacity Rebuild — Applying Day 2 Methods
- Priority Ranking Exercise — Applying Eisenhower and MoSCoW
- Board Set-Up Lab — Applying Kanban and WIP Limits
- Request Negotiation Role Play — Applying Day 7 Scripts
- Personal and Team Workload System With Review Routine — Final Design

Applying Managing Multiple Tasks, Priorities and Deadlines After the Course

- Rebuild the full task inventory, rank it with the urgent-important matrix and agree the top priorities with the line manager
- Launch a shared Kanban board with work-in-progress limits and run a fifteen-minute weekly team review against it for four weeks

Managing Multiple Tasks, Priorities and Deadlines Questions FAQ

What does managing multiple tasks, priorities and deadlines involve and why does it matter now?

It involves capturing every commitment, ranking work by value and urgency, scheduling realistically and negotiating when demands collide. It matters now because messaging tools, matrix structures and leaner teams send more requests than people can complete, causing missed deadlines and burnout.

Which roles gain most from managing multiple tasks, priorities and deadlines?

Managers balancing their own work with team leadership, coordinators handling many parallel requests and specialists serving several bosses gain most. Executive assistants and team leads who allocate incoming work also benefit.

How does a course on managing multiple tasks, priorities and deadlines differ from a project management course?

Project management plans one defined project with a fixed scope and team. This course handles the daily flow of many small and large tasks from different requesters, with prioritisation rules, boards and negotiation for continuous workloads.

What do you bring back from a course on managing multiple tasks, priorities and deadlines?

You bring back a working system of task inventory, priority rules, a personal and team board, request scripts and a weekly review routine, already loaded with your real current workload.

Managing Multiple Tasks, Priorities and Deadlines: The Way Forward

The Personal and Team Workload System first informs which tasks the participant commits to in the coming week and which are renegotiated. The participant, their line manager and teammates use the shared board and priority rules to route new requests. After a month of weekly reviews, the work-in-progress limits and capacity estimates are worth revisiting, since real throughput usually differs from first assumptions.