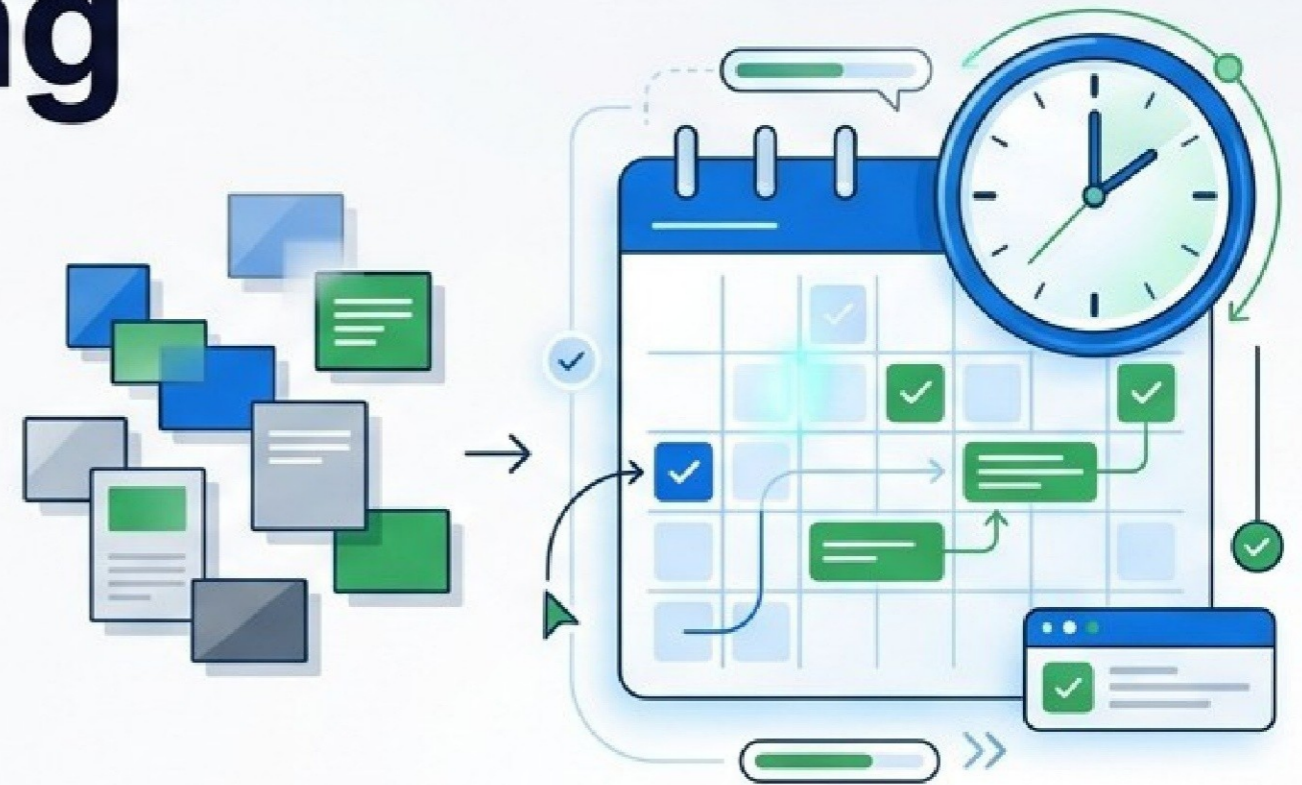


Managing Multiple Tasks, Priorities & Deadlines Corporate Training

Upskill teams to improve productivity, reduce stress, and enhance overall job performance.



The Evolution Of Workload Management

Reactive Execution

- Overlapping priorities
- Workload fluctuations
- Unmanaged stress



The Edstellar Methodology

- Task prioritization
- Strategic planning
- Workflow optimization



Optimized Productivity

- ✓ Consistent deadline delivery
- ✓ Clear team communication
- ✓ Maximized efficiency

Essential Training Specifications



6 - 8 Hrs



Instructor-Led
Group Training



Virtual, On-Site,
Or Off-Site

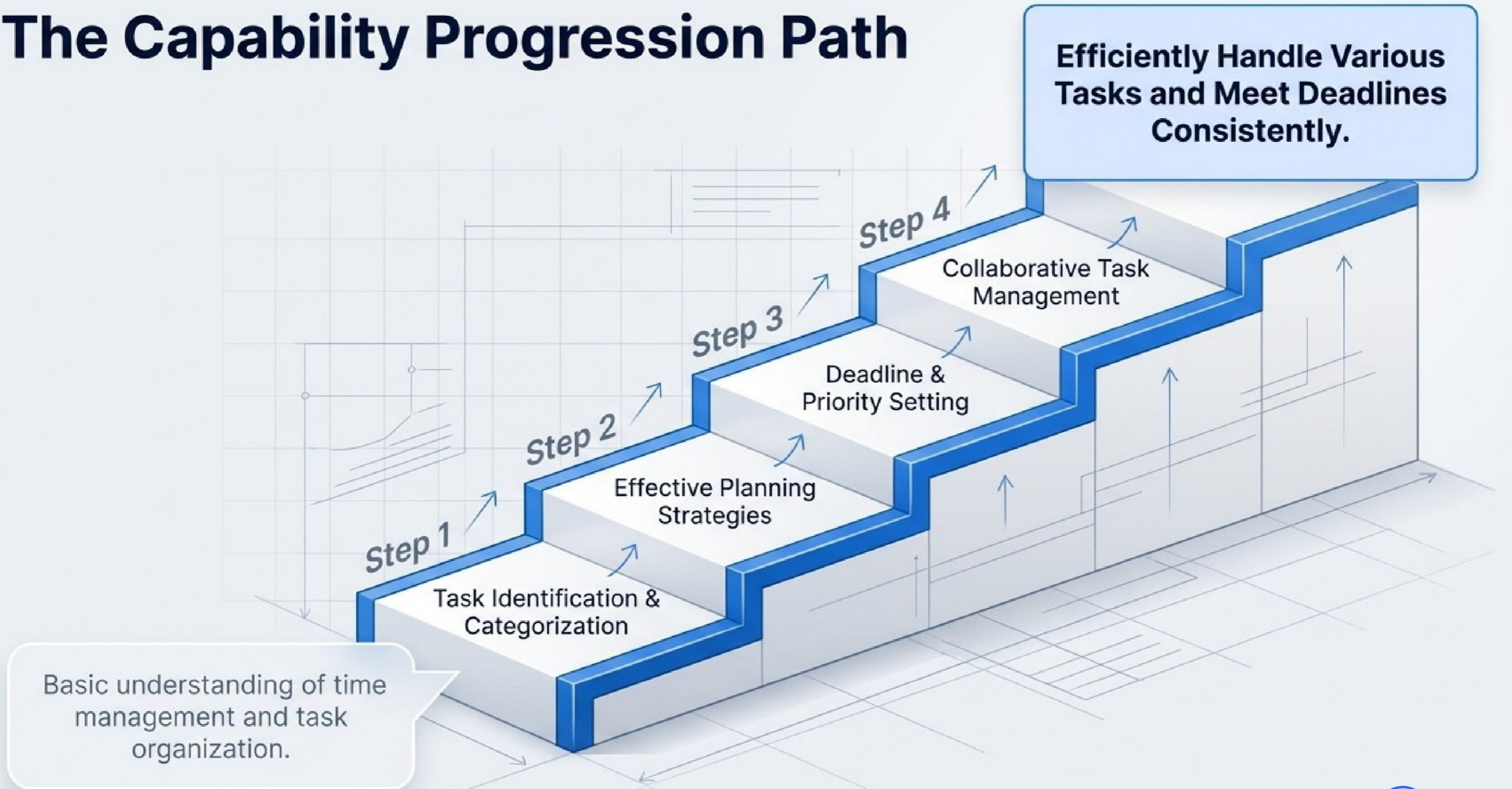


10,000+ Trainers
Globally



Course Completion
Certificate

The Capability Progression Path



Structured Three-Phase Curriculum

Phase 1: Core Foundations

Modules 1 & 2

Understanding the challenges of multiple tasks, task identification, and organization techniques.

Phase 2: Strategic Execution

Modules 3 & 4

Implementing effective planning tools, establishing realistic deadlines, and setting priorities.

Phase 3: Adaptive Management

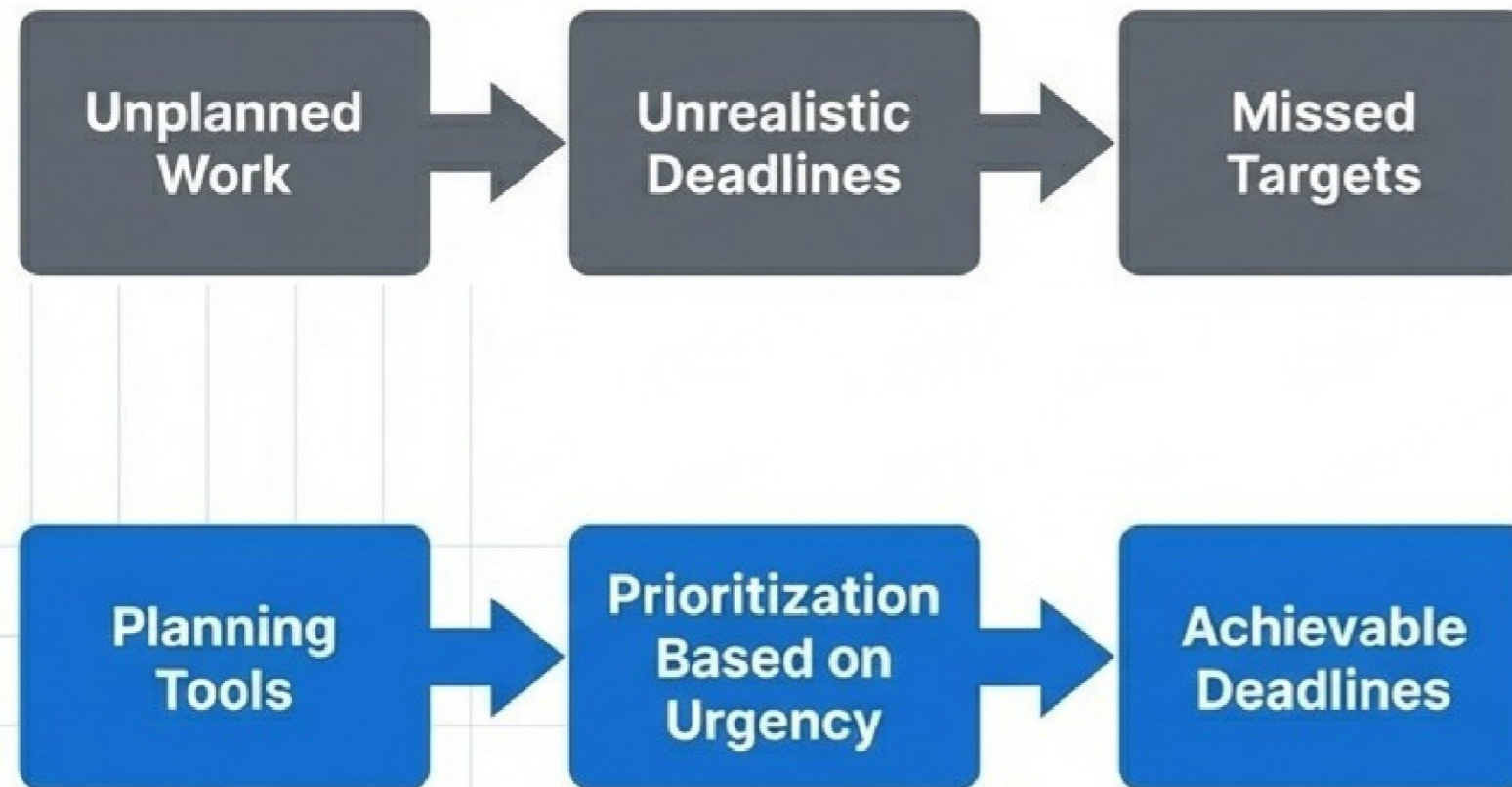
Modules 5 & 6

Building communication skills for collaborative assignments and managing tasks during periods of transition.

Phase 1 Core Foundations



Phase 2 Strategic Execution



-  Benefits of Effective Planning
-  Practical Planning Tools
-  Prioritization Techniques
-  Setting Realistic Deadlines

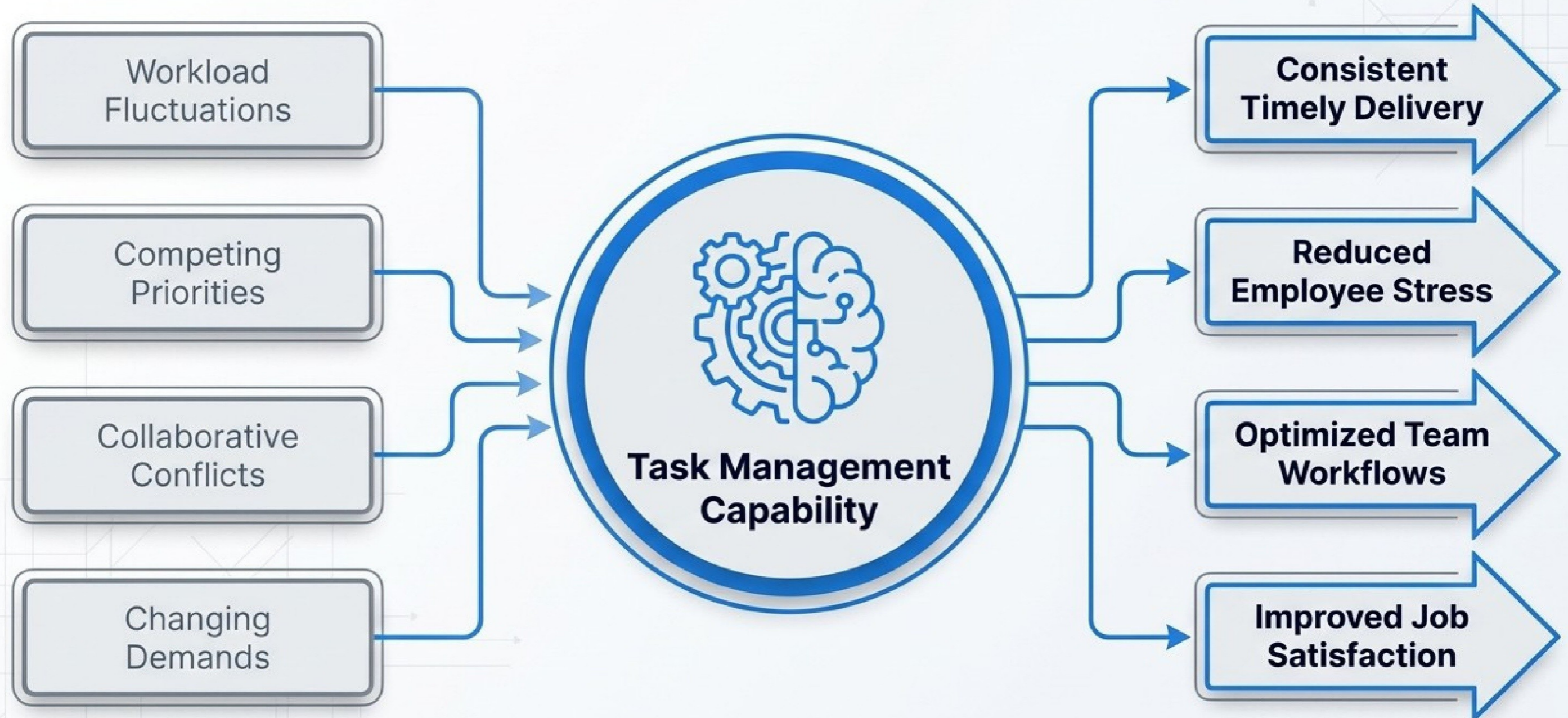
Phase 3 Adaptive Management



Capability And Impact Matrix

Core Skill	Application Focus	Business Outcome
Task Prioritization	Focus on the most important tasks first	Optimized efficiency and resource allocation
Workflow Optimization	Streamlining tasks and processes	Enhanced productivity and reduced operational costs
Focus & Concentration	Maintaining attention without distraction	Improved execution accuracy and job performance

Translating Skills Into Business Outcomes



Target Audience Alignment



Flexible Enterprise Delivery Formats



Virtual Live Instructor-Led

- Scale learning for large groups
- Attend from any space without travel
- Utilize interactive engagement tools



On-Site

- Tailor to specific workplace environments
- Improve team collaboration and knowledge sharing
- Clarify doubts through direct face-to-face interaction



Off-Site

- Provide a distraction-free learning environment
- Boost employee morale and team bonding
- Reflect organizational commitment to development

Proof of Impact

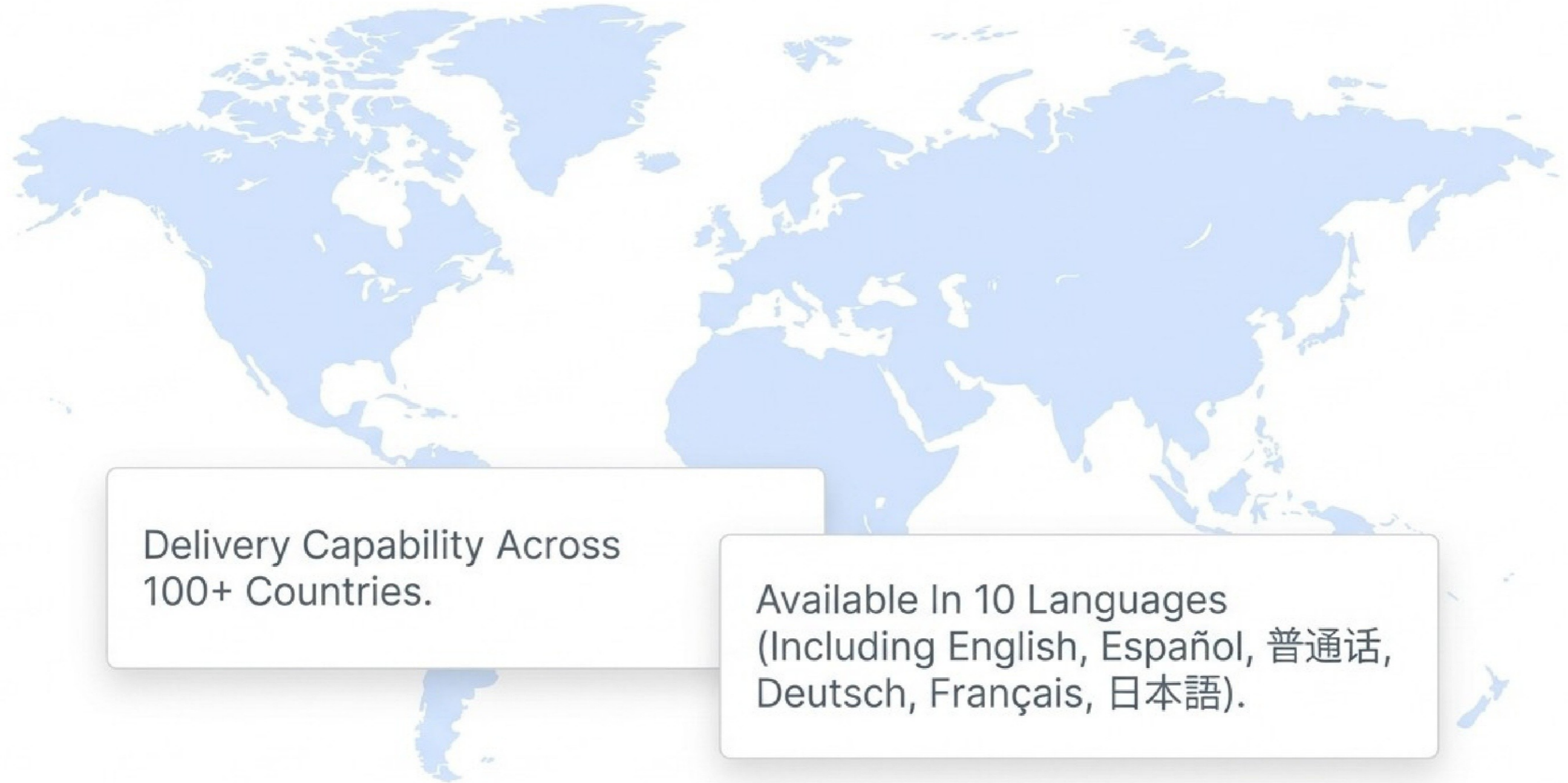
“The Managing Multiple Tasks Priorities & Deadlines training provided me with comprehensive capabilities that elevated my expertise. As a Senior Software Engineer, I needed to understand advanced methodologies deeply, and case studies gave me hands-on experience with industry best practices. My productivity and technical capabilities have increased dramatically since applying these concepts. Highly recommend for anyone serious about this field.”

Mason Palmer

Senior Software Engineer

Global Technology Solutions Provider

Deployed Across Global Enterprises



Delivery Capability Across
100+ Countries.

Available In 10 Languages
(Including English, Español, 普通话,
Deutsch, Français, 日本語).

Empower Your Team Workflows Today



Get expert-led training tailored to your organizational needs. Build lasting capabilities that translate into real performance gains.

contact@edstellar.com | edstellar.com