



Course : Maximizing Personal Productivity and Managing Multiple Tasks

City :	Paris	Hotel :	Le Meurice
Start Date :	2025-11-03	End Date :	2025-11-07
Period :	1 Week	Price :	5950 \$

HighPoint Training and Management Consultancy
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Course Overview

This Maximizing Personal Productivity and Managing Multiple Tasks training course is designed to equip professionals with essential skills to thrive in today's fast-paced and demanding work environment. Participants will learn practical strategies to optimize time management, prioritize tasks effectively, and maintain a healthy work-life balance.

In an era of multitasking and constant distractions, this course empowers individuals to regain control over their schedules, enhance focus, and boost overall productivity. Participants will gain proven techniques to streamline workflows, minimize procrastination, and cultivate a mindset conducive to high performance. By mastering task management, they can confidently navigate multiple responsibilities while sustaining energy and concentration.

Course Objectives

By the end of this course, participants will be able to:

- Implement time management strategies to optimize productivity.
- Prioritize tasks effectively using proven methodologies.
- Minimize distractions and overcome procrastination.
- Apply mindfulness techniques to enhance focus and concentration.
- Cultivate a healthy work-life balance to prevent burnout.

Target Audience

This course is ideal for:

- Professionals seeking to improve personal productivity and time management skills.
- Individuals struggling with multitasking and prioritizing tasks.
- Managers and team leaders aiming to enhance team efficiency and productivity.
- Executives and professionals striving for work-life balance.
- Anyone looking to enhance focus, reduce distractions, and increase performance.

Methodology

The course uses an interactive, hands-on approach to maximize learning and retention:

Interactive Lectures: Introduce key concepts and real-world applications.

Practical Exercises: Apply time management, task prioritization, and productivity techniques.

Case Studies: Analyze workplace scenarios to develop actionable solutions.

Group Discussions: Share experiences, insights, and best practices.

Role-Playing & Simulations: Practice managing multiple tasks and deadlines.

Action Planning: Develop personalized strategies to implement learning in the workplace.

Course Outline

Day 1 :Foundations of Personal Productivity

- Understanding personal productivity and achieving results
- Reviewing beliefs and perceptions about time and success
- Principles of attention, energy, and time management
- Goal setting: linking objectives to action plans and daily activities
- Identifying motivation, purpose, and building a growth mindset

Day 2 : Prioritization, Planning, and Time Management

- Managing priorities and planning systems effectively
- Using priority ratings over urgency to allocate effort
- Overcoming time “bandits” and establishing productive habits
- Structuring the workday: batching tasks and protecting “prime” time
- Applying the 80/20 rule to work and projects

Day 3 : Effective Communication and Relationship Management

- Improving communication to save time and energy
- Assertiveness techniques for colleagues and clients
- Planning and conducting productive meetings
- Handling distractions and minimizing interruptions
- Building collaborative and productive workplace relationships

Day 4 :Decision-Making, Problem-Solving, and Managing Multiple Tasks

- Identifying and analyzing workplace problems
- Problem-solving techniques: Root Cause Analysis, Mind Maps, Brainstorming

- Decision-making tools and communication of decisions
- Managing multiple tasks, priorities, and deadlines
- Adapting work styles and collaborating effectively with others

Day 5 : Positive Psychology, Change, and Sustaining Productivity

- Applying positive psychology and mindfulness at work
- Visualization, relaxation, and overcoming mental blocks
- Managing human resistance to change and implementing personal plans
- Developing self-discipline and personal action strategies
- Maintaining focus, energy, and productivity for long-term success

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.