



# دورة تدريبية لإدارة المهام المتعددة والأولويات والمواعيد



**AGILE LEADERS**  
Training Center

29 Dec 2026 - 02 Jan 2027

فيينا



## دورة تدريبية لإدارة المهام المتعددة والأولويات والمواعيد

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### Course Overview

Effective time management has never been more critical in today's fast-paced professional environment. This course equips participants with actionable methods to enhance productivity, handle multiple deadlines efficiently, and maintain focus amidst workplace challenges. Using proven strategies like effective time management, prioritizing tasks, and aligning goals with workplace expectations, this course is tailored to provide real-world solutions to common time management struggles. Participants will gain mastery in organizing daily priorities, creating effective to-do lists, and applying techniques to manage workplace distractions. By the end of the course, attendees will leave with practical frameworks for managing project timelines, optimizing their daily routines, and achieving work-life balance.

### Target Audience

- Team leaders, managers, and supervisors seeking to enhance productivity.
- Project managers handling complex project deadlines.
- Administrative professionals juggle multiple priorities daily.
- Entry to mid-level professionals aiming to master multitasking skills.

### Targeted Organizational Departments

- Operations
- Human Resources
- Project Management
- Sales and Marketing

### Targeted Industries

- Corporate services requiring time-sensitive operations.
- Technology companies focus on task optimization for efficiency.
- Healthcare sectors balancing critical deadlines and resources.
- Education institutions enhance productivity in administrative and teaching roles.

## Course Offerings

By the end of this course, participants will:

- Implement effective time management strategies in their workplace.
- Master goal-oriented time management for long-term success.
- Create and manage efficient task schedules tailored to their roles.
- Overcome distractions using proven techniques.
- Prioritize and align tasks with organizational objectives.
- Enhance productivity through advanced time management tools and methods.

## Training Methodology

This course employs various methodologies, including case studies, interactive group discussions, and individual exercises. Real-world examples and role-playing scenarios allow participants to apply learned concepts in practical settings. Feedback sessions will ensure continuous improvement, while templates and checklists will aid implementation. The course is designed to engage attendees actively while focusing on balancing theory with actionable insights.

## Course Toolbox

- Comprehensive ebook with time management exercises.
- Templates for creating effective to-do lists and schedules.
- Online resources for mastering multitasking and productivity.
- Checklists for daily priorities and goal alignment.

## Course Agenda

### Day 1: Mastering Time and Goal Management

- Understanding the Basics of Time Management Topic 1:
- Setting Long-Term Goals and Objectives Topic 2:
- Breaking Down Goals into Manageable Tasks Topic 3:
- Identifying and Prioritizing Key Responsibilities Topic 4:
- Creating Effective To-Do Lists and Schedules Topic 5:
- Self-Assessment of Current Time Management Practices Topic 6:
- Key takeaways on aligning goals and daily actions. Reflection & Review:

## Day 2: Organizing Time for Maximum Efficiency

- Building and Managing Project Schedules Topic 1: •
- Developing Personal Organization Systems Topic 2: •
- Strategies for Staying on Track During Busy Days Topic 3: •
- Optimizing Daily Routines for Consistency Topic 4: •
- Managing Priorities Under Changing Circumstances Topic 5: •
- Using Tools and Technology to Enhance Scheduling Topic 6: •
- Improving organizational habits for effective time use. Reflection & Review: •

## Day 3: Using Time Efficiently

- Handling Distractions and Maintaining Focus Topic 1: •
- Overcoming Procrastination with Actionable Steps Topic 2: •
- Delegating Tasks Effectively for Better Team Output Topic 3: •
- Managing Personal Energy and Workplace Productivity Topic 4: •
- Tools and Techniques for Handling Multiple Deadlines Topic 5: •
- The Art of Saying "No" to Preserve Time Topic 6: •
- Strategies for navigating and overcoming workplace challenges. Reflection & Review: •

## Day 4: Time Management in Collaborative Workplaces

- Respecting and Utilizing Other People's Time Topic 1: •
- Enhancing Team Focus and Avoiding Common Pitfalls Topic 2: •
- Techniques for Keeping Your Boss on Track Topic 3: •
- Managing Client Expectations and Deliverables Topic 4: •
- Committing to Personal Change for Productivity Gains Topic 5: •
- Strengthening Communication to Improve Workflow Topic 6: •
- Applying collaborative time management techniques. Reflection & Review: •

## Day 5: Building Sustainable Time Management Habits

- Maintaining Consistent Productivity Long-Term Topic 1: •
- Reviewing and Refining Personal Time Management Systems Topic 2: •
- Preparing for and Managing Crisis Situations Effectively Topic 3: •
- Mastering Multitasking While Staying Efficient Topic 4: •
- Achieving Work-Life Balance through Better Scheduling Topic 5: •
- Strategies for Continuous Improvement in Time Management Topic 6: •
- Final review of skills learned and their application in real-world scenarios. Reflection & Review: •

## How This Course is Different from Other Courses

Unlike traditional time management courses, the course uniquely combines productivity methods with practical workplace strategies. By addressing common challenges like distractions, balancing multiple deadlines, and aligning goals with team priorities, this course offers a hands-on approach that is both actionable and tailored. Participants will not only learn the theory but also practice solutions to boost productivity and achieve meaningful results.



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## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنجار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الامريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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