



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 09 November 2025 To 13 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

In today's fast-paced work environment, the ability to handle multiple tasks efficiently while determining which tasks are most crucial to business success is a valuable skill. This 5-day professional course will equip participants with the strategies and techniques necessary to enhance multitasking capabilities and master prioritization skills, ensuring productivity and efficiency in the workplace.

- Understand the fundamentals of multitasking and prioritization.
- Identify effective techniques to enhance personal productivity.
- Develop skills to manage time effectively amidst competing demands.
- Learn how to apply prioritization frameworks in real-world scenarios.
- Enhance decision-making skills to improve task management.

## Course Outlines

### Day 1: Foundations of Multitasking

- Introduction to cognitive processes in multitasking.
- Common myths about multitasking.
- The impact of multitasking on productivity.
- Assessing personal multitasking efficiency.
- Case studies: Successful multitasking in various industries.

### Day 2: Understanding and Managing Priorities

- Defining and recognizing critical tasks.
- Matrix methods for task prioritization.
- Distinguishing between urgent and important tasks.
- Tools and apps for effective task management.
- Interactive session: Personal prioritization challenge.

### Day 3: Techniques to Enhance Productivity

- Time management principles
- Techniques for minimizing distractions.
- Identifying peak productivity periods.
- The Pomodoro Technique and its applications.
- Optimizing work environments for productivity.

### Day 4: Implementing Strategies and Frameworks

- Exploring prioritization frameworks (Eisenhower Box).
- BALTI prioritization method.
- Creating an action plan for task execution.
- Delegation: Effective task distribution strategies.
- Review and feedback on personal prioritization plans.

### Day 5: Real-world Application and Continuous Improvement

- Case studies: Real-world applications of multitasking and prioritization.
- Adjusting strategies for different work environments.
- Personal adaptability in dynamic settings.
- Techniques for continuous improvement in task management.
- Course wrap-up: Developing a personal action plan.