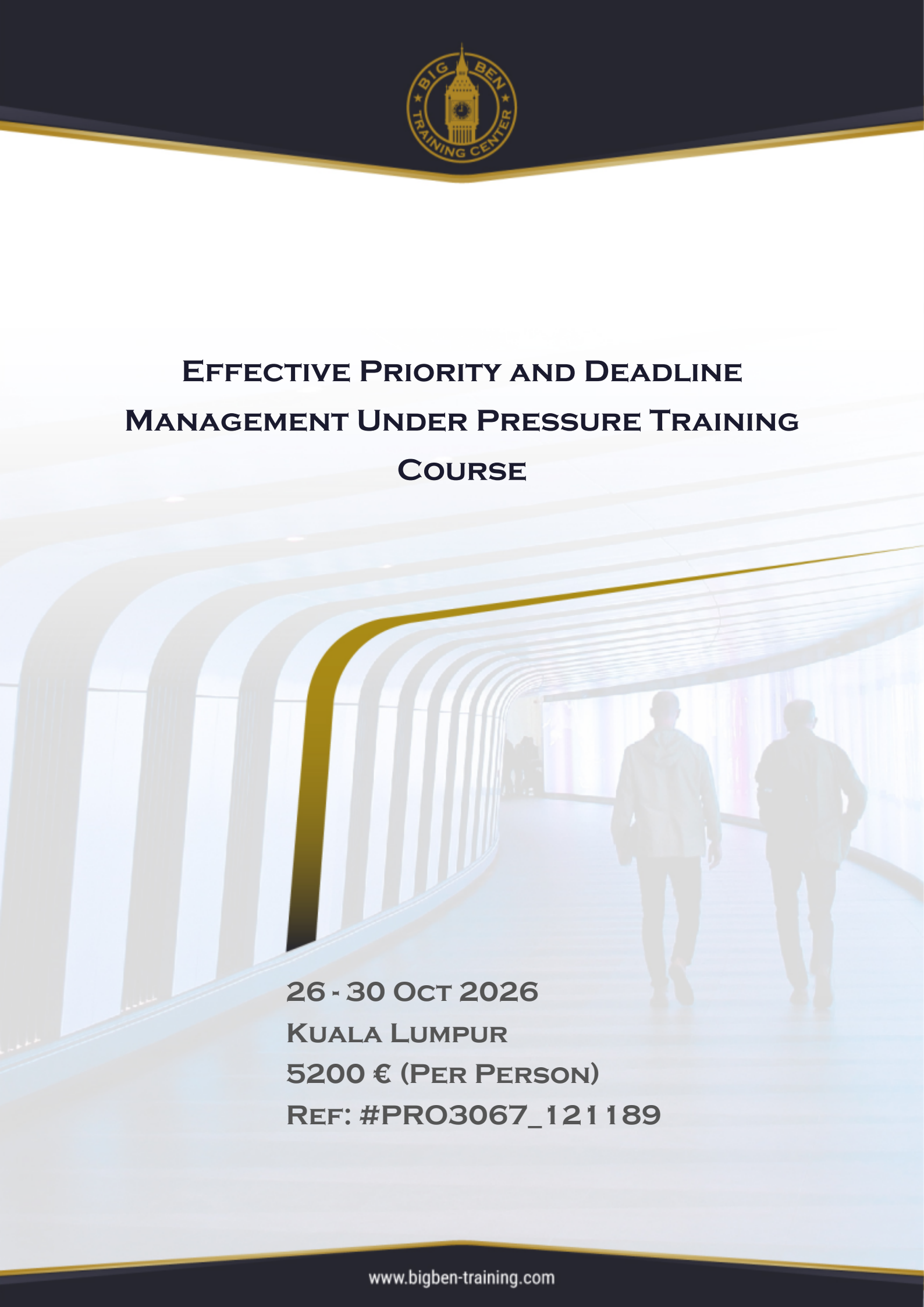
Effective Priority and Deadline Management Under Pressure Training Course



26 - 30 Oct 2026

Kuala Lumpur

5200 € (Per Person)

Ref: #PRO3067_121189

Course Introduction / Overview:

In today's fast-paced professional environment, the ability to manage competing priorities, tight deadlines, and high-pressure situations is no longer a desirable skill but an essential one. This course is meticulously designed to transform your approach to workload management, moving beyond simple tips to instill a robust framework for productivity and resilience. We will explore proven methodologies for prioritizing tasks, managing time effectively, and maintaining composure when the stakes are high. Drawing on principles from experts like David Allen, author of the renowned book "Getting Things Done", this program provides a systematic approach to gaining control over your workflow and commitments. BIG BEN Training Center has developed this training to empower professionals to not only meet their deadlines but to do so with reduced stress and increased strategic focus. Participants will learn to differentiate between the urgent and the important, enabling them to allocate their energy to tasks that deliver the most significant impact and drive sustainable performance.

Target Audience / This training course is suitable for:

- Project Managers and Team Leaders.
- Department Heads and Supervisors.
- Administrative Professionals and Executive Assistants.
- Operations and Logistics Coordinators.
- Sales, Marketing, and Customer Service Professionals.
- IT and Technical Staff with multiple project involvements.
- Any professional seeking to enhance their organizational skills and performance under pressure.

Target Sectors and Industries:

- Information Technology and Telecommunications.
- Banking, Finance, and Insurance Services.
- Healthcare and Pharmaceutical sectors.
- Engineering, Construction, and Manufacturing.
- Consulting and Professional Business Services.
- Governmental and Public Sector Agencies.
- Retail, Hospitality, and Service Industries.

Target Organizations Departments:

- Project Management and Operations.
- Sales and Business Development.
- Human Resources and Administration.
- Customer Support and Client Services.
- Finance and Accounting.
- Marketing and Communications.
- Research and Development.

Course Offerings:

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

- Implement advanced prioritization techniques like the Eisenhower Matrix and Pareto Principle.
- Develop robust strategies for managing multiple projects and conflicting deadlines.
- Master techniques for controlling interruptions and minimizing workplace distractions.
- Apply effective stress management and resilience strategies to maintain high performance.
- Communicate workload, set realistic expectations, and negotiate deadlines professionally.
- Delegate tasks effectively to optimize team productivity and individual focus.
- Create a personalized action plan to build sustainable habits for long-term efficiency.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, engaging, and practical, ensuring that participants can immediately apply what they learn. This course moves beyond theoretical lectures and focuses on experiential learning through a blend of instructional methods. Sessions will include facilitator-led presentations, interactive group discussions, and collaborative problem-solving activities. Participants will work through real-world case studies to analyze complex scenarios involving competing priorities and tight deadlines. Practical exercises, self-assessment tools, and role-playing simulations will be used to build skills in areas like negotiation, delegation, and managing pressure. A significant portion of the course is dedicated to helping each participant develop a personalized productivity system and a concrete action plan to implement back in the workplace. Our expert facilitators foster a supportive learning environment where participants can share challenges and receive constructive feedback, ensuring a transformative and lasting educational experience.

Course Agenda (Course Units):

Unit One: The Psychology of Productivity and Pressure

- The modern challenge of information and task overload.
- Understanding the impact of pressure on performance and decision-making.
- Conducting a personal productivity and time management audit.
- The principles of proactive planning versus reactive work.
- Setting clear and achievable professional goals (SMART methodology).
- Identifying and overcoming common time-wasting habits.
- Introduction to core concepts of workload management.

Unit Two: Mastering Prioritization Frameworks

- Distinguishing between urgent and important tasks.
- Deep dive into the Eisenhower Decision Matrix for task categorization.
- Applying the Pareto Principle (80/20 Rule) to maximize impact.
- Utilizing the ABCDE Method for daily task planning.
- Introduction to the MoSCoW method for project-based prioritization.
- Sequencing tasks for optimal workflow and energy management.
- Practical workshop on applying frameworks to real work scenarios.

Unit Three: Effective Deadline and Workload Management

- Techniques for accurately estimating task duration.
- Breaking down large projects into manageable sub-tasks.
- The power of time blocking and calendar management.
- Strategies for managing and minimizing interruptions and distractions.
- Effective email and communication management protocols.
- The art of saying 'no' professionally and negotiating priorities.
- Tools and software for tracking tasks and deadlines.

Unit Four: Building Resilience and Performing Under Pressure

- Understanding the sources and symptoms of workplace stress.
- Mindfulness and concentration techniques to enhance focus.
- Strategies for maintaining composure and clarity in crisis situations.
- Developing a resilient mindset to bounce back from setbacks.
- The role of energy management in sustaining high performance.
- Making effective decisions with incomplete information under pressure.
- Techniques for preventing burnout and promoting work-life balance.

Unit Five: Strategic Delegation and Continuous Improvement

- Identifying tasks suitable for delegation.
- The process of effective and empowering delegation.
- Communicating expectations and providing constructive feedback.
- Overcoming common barriers to delegation.
- Building a personal continuous improvement system for productivity.
- Leveraging technology to automate and streamline workflows.
- Creating a personalized 90-day action plan for lasting change.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an era of constant digital connectivity, how can professionals create sustainable boundaries between urgent but unimportant tasks and non-urgent but important strategic goals?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by adopting a holistic and psychologically-informed approach to productivity, moving far beyond a simple checklist of time management tools. While many programs focus solely on techniques, we integrate these practical frameworks with essential training on stress management, emotional resilience, and cognitive focus. The curriculum is designed to address the root causes of overwhelm, not just the symptoms. We emphasize the development of a personalized productivity system, recognizing that a one-size-fits-all solution is ineffective in the diverse modern workplace. Rather than just teaching what the Eisenhower Matrix is, we guide participants through intensive workshops to apply it to their actual workloads. The course uniquely focuses on sustainable performance, equipping professionals with the mindset and strategies to prevent burnout and maintain a high level of effectiveness over the long term. It is this blend of practical tools, strategic thinking, and personal resilience that empowers participants to achieve genuine and lasting control over their professional lives.