

Defining goals and breaking them down into tasks:

Ability to clearly define project goals and break them down into specific tasks.

Tracking time and setting achievable deadlines:

The skill to accurately estimate the time to complete each task.

Use of time management applications:

Using tools such as Bordio for automated task allocation.

Prioritization and Delegation:

Skill in prioritizing and delegating tasks effectively.

Planning using task management software:

Skill in scheduling using online task management tools.

Stress Resilience:

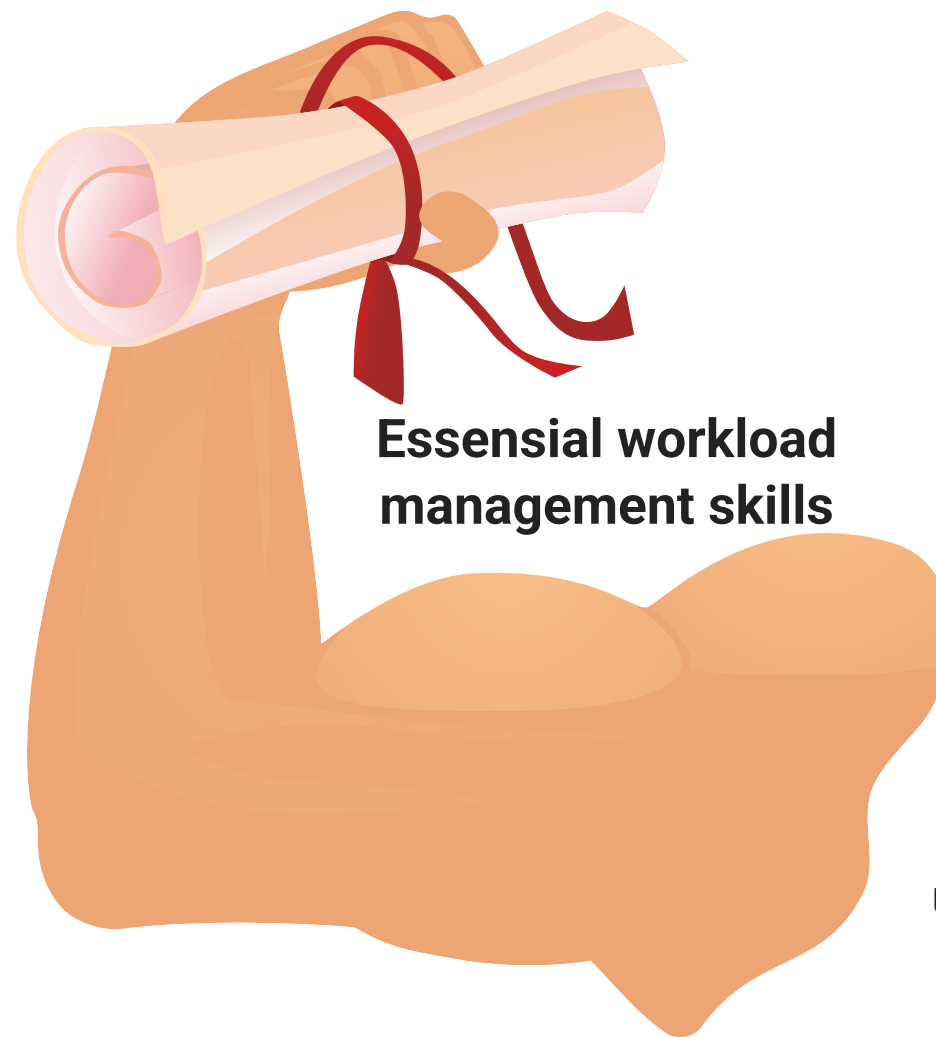
The ability to remain calm and respond flexibly to unforeseen situations.

Use prioritization delegation methods:

Use the SMART and Eisenhower matrix methods to prioritize tasks and delegate effectively according to employee skills.

Setting achievable deadlines and keeping the team informed:

Setting clear deadlines and maintaining open communication to ensure everyone involved understands.



Essensial workload management skills