Organising Work and Time Training

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Duration: **1 Day**

Overview

This one-day practical workshop helps professionals regain control in high-pressure, fast-paced work environments. Participants explore how to make deliberate, informed decisions about where to invest their time and energy—shifting from reactive habits to intentional, high-impact action. Through guided reflections, practical exercises, and real-world scenarios, learners will build modern skills in prioritisation, attention management, and boundary-setting. By the end of the session, participants will leave with a personalised productivity dashboard and a practical toolkit to manage workload demands, adapt to hybrid challenges, and reduce cognitive overload.

Prerequisites

There are no prerequisites for this course. However, participants will benefit from reflecting on current workload challenges and typical working patterns, as these will be explored through activities and case studies.

Target audience

This course is ideal for:

- Professionals juggling high workloads, competing priorities, or digital interruptions
- Individuals seeking practical, modern time management and workload organisation strategies
- Those familiar with time management basics but needing advanced techniques suited to hybrid, fast paced and diverse working styles

What You Will Learn

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

- Apply structured prioritisation techniques to make informed decisions and maximise impact
- Enhance focus and attention by reducing distractions and improving deep work capacity
- Align tasks with energy cycles to optimise productivity throughout the day
- Establish clear boundaries to maintain work–life integration and prevent burnout
- Use strategic procrastination to defer low-value tasks and improve efficiency
- Reduce cognitive overload through automation and effective information management

Outline

Prioritising and decisions

- Focus on identifying high-impact work using structured prioritisation frameworks
- Differentiate between reactive tasks and proactive, meaningful work
- Apply simple models to clarify where effort can drive the greatest value

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Managing attention and focus

- Understand the common time traps that fragment focus in modern work settings
- Explore the impact of multitasking and digital distractions on performance
- Practise sustainable focus techniques to support deeper, more intentional work

Energy and productivity cycles

- Map daily and weekly energy levels to different task types
- Align high-focus activities with peak energy times
- Introduce active recovery strategies to reduce burnout and support performance

Boundary management and work–life integration

- Identify where blurred boundaries are creating overload or inefficiencies
- Develop strategies to assert and maintain healthy limits in hybrid and digital environments
- Explore the role of communication in protecting focus and wellbeing

Strategic procrastination and time leverage

- Reframe procrastination as a useful filter for low-value tasks
- Practise tools like the 4 D's (Do, Defer, Delegate, Delete) and the 48-Hour Rule
- Explore the link between delay and decision clarity in fast-paced work environments

Automation and information management

- Identify opportunities to externalise mental load using simple tech tools
- Streamline recurring tasks through automation or delegation
- Build systems for capturing, storing, and retrieving essential information efficiently

Review and action planning

- Reflect on key tools and strategies covered throughout the workshop
- Create a personalised productivity dashboard to support ongoing behaviour change
- Define next steps for applying insights to real work scenarios

Exams and assessments

There are no formal exams for this course. Learners will complete:

- Scenario-based and case study exercises to apply techniques in realistic settings
- Knowledge checks and reflective prompts to reinforce key principles
- Peer feedback activities to enhance awareness and decision-making

Hands-on learning

This course includes:

- A personalised productivity dashboard to consolidate tools, habits, and strategies
- Scenario-based and case study activities focusing on prioritisation, boundaries, and energy use
- Reflective exercises that strengthen time awareness and intentional behaviour change
- A toolkit of practical methods to support sustainable workload and attention management