

# Practical Time and Workload Management

## Course outline

Provided by: Performance Management Consultants – PMC Training



<b>Reference no.</b>	233-16
<b>Duration</b>	2.00 day(s)   12:00 hours <sup>1</sup>
<b>Website link</b>	<a href="https://pmctraining.com/training/practical-time-and-workload-management/">https://pmctraining.com/training/practical-time-and-workload-management/</a>

### ***Essential Tools to Conquer the Clock***

#### **Tired of feeling overwhelmed, behind, or like your calendar is running you?**

This isn't just another time management workshop—it's a bold, practical reset.

This energizing, hands-on workshop will show you how to take back control of your schedule—with a system that actually works for *you*.

You'll learn simple, powerful strategies to plan smarter, protect your focus, and communicate your priorities with confidence. Whether you're managing a team, a full inbox, or just too many tabs open in your brain, this course offers real-world tools you can start using immediately.

#### **You'll walk away with:**

- A personalized time management system that fits your workflow
- A strategy to get your inbox down to zero by the end of each day
- Practical tools to reduce overwhelm and increase clarity
- A complete 21-point self-assessment to help you understand your personal style of time management and how to make that style work for you and in working with others

### **Learning outcomes**

#### **At the end of this workshop, you will be able to:**

- Apply the basic principles and concepts of time management
- Identify and overcome obstacles to successful time management
- Know the difference between reactive and proactive planning
- Create personal scheduling strategies to improve effectiveness
- Juggle multiple priorities, projects and deadlines
- Conquer procrastination

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<sup>1</sup> The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

## Workshop topics

### Welcome & Opening

- Grounding question: "How would you define time in your own words?"
- Workshop goals & what to expect

### Redefining Time

- What is time, really? (Newton, Kant, Einstein—briefly)
- "Lived time" & how perception shapes our experience
- Reframing time management: not about doing more, but making space

### Why We Struggle

- Learned Helplessness (Seligman's insight)
- What do I actually control?
- The power of agency in productivity

### Mindset Shift: The Happiness Advantage

- Gratitude & productivity connection
- 21-Day Happiness Challenge (Harvard-based research)
- Practical tools to shift your mental state

### Breaking Through Limiting Beliefs

- Belief > Emotion > Action loop
- 6 Steps to transform a limiting belief
- Guided rewrite activity

### Planning that Works

- Why most plans fail
- Weekly & daily structure for mental clarity
- Time blocking, batching, micro-check-ins

### Procrastination: It's Not What You Think

- Stress, ambiguity, fear (the real causes)
- The 10-Minute Rule & Temptation Bundling
- Tools: Focusmate, AI support, rewards system

### Prioritizing What Actually Matters

- Urgent vs. Important Matrix
- Quadrant 2 living = sustainable productivity
- Reflective activity: sorting current tasks

### Your Daily MAP

- Brain-dump → Prioritize 3 → Block it in
- Pomodoro & Time Estimating
- Daily rhythm reset

## **Email Mastery**

- 2-minute rule, 4 D's (Delete, Do, Delegate, Defer)
- Reference vs. Action folders
- Aim: Inbox Zero daily (or close!)

## **MS Teams & Digital Boundaries**

- Modern time traps & notification fatigue
- Tips: @mentions, batching, status hacks
- Protecting digital focus time

## **Delegation & Communication**

- 5 Levels of Delegation (Hyatt model)
- Clear internal communication = time savings
- Boundaries + feedback = efficiency

## **Meetings with Purpose**

- Should you even be in it?
- Agenda expectations & follow-up rituals
- Build in post-meeting recovery time

## **Multitasking: The Hidden Cost**

- Modern brain science (brief mention, no lecture!)
- Shift from juggling to intentional transitions
- Mono-tasking hacks

## **Your Health = Your Productivity**

- Sleep, hydration, movement
- Energy mapping: AM vs. PM work
- Healthy boundaries as a time tool

## **Final Integration**

- Reflect: What belief or habit are you ready to change?
- Action: One boundary you'll set this week
- Reminder: You don't need more time—you need more clarity.

## **Prerequisites**

There are no prerequisites for this course.

## **Who should attend this course?**

Those under pressure who want to gain better control of their workday, feel more balanced and learn to use the time available more efficiently and productively.

