

# Workday Effectiveness: Time Management and Control



## Course outline

Provided by: Performance Management Consultants – PMC Training

**Reference no.** 312-17

**Duration** 1.00 day(s) | 6:00 hours <sup>1</sup>

**Website link** <https://pmctraining.com/training/workday-effectiveness-time-management-and-control/>

### ***Build a practical system to manage competing priorities, reduce overload, and follow through more consistently.***

Most professionals don't struggle because they lack discipline; they struggle because their work is invisible, scattered across inboxes, chats, and memory. When tasks live in too many places, the workday is spent restarting instead of making progress—creating a constant cycle of reactive work and growing pressure on both individuals and teams.

This workshop provides a clear, functional system to regain control. Participants learn how to capture and organize work into one reliable place, allowing them to make fast, confident decisions about what actually gets their time. With practical strategies to reduce context switching and review overload, individuals improve follow-through while organizations benefit from clearer handoffs and better alignment. The result is work that moves forward consistently, with fewer missed items, less rework, and greater trust across the team.

### **Learning outcomes**

- Capture tasks, requests, and follow-ups so work is not tracked mentally
- Organize incoming work into clear, actionable next steps
- Use one reliable system to keep track of tasks and daily priorities
- Decide what to do first when time, attention, and capacity are limited
- Reduce time lost to interruptions, context switching, and unfinished work
- Reset and regain control when workload builds up or priorities shift

### **Workshop topics**

#### **Use the COM Model to Capture, Organize, and Maintain Work**

- Capture tasks, requests, and follow-ups as they come in instead of relying on memory

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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.

- Organize work into clear, actionable next steps so nothing gets stuck or delayed
- Maintain one reliable place to keep track of tasks, priorities, and follow-ups
- Choose simple, practical tools to manage daily work and stay organized

### **Prioritize Tasks and Decide What Gets Your Time**

- Distinguish between priority and sequence to decide what to do first
- Choose what to move forward when time and capacity are limited
- Avoid letting email, chat, and interruptions drive your day
- Use a simple daily routine to stay focused on what matters most

### **Reduce Interruptions, Context Switching, and Lost Time**

- Recognize how interruptions and task switching reduce focus and slow progress
- Reduce time lost restarting tasks and figuring out where you left off
- Identify and manage “almost done” work that keeps coming back (review debt)
- Make tasks easier to start, move forward, and complete

### **Manage Workload and Stay in Control When Work Builds Up**

- Recognize early signs of overload and falling behind
- Reset your system when tasks pile up or priorities shift
- Communicate workload and capacity more clearly
- Stay in control even in fast-paced, high-interruption environments

## **Prerequisites**

There are no prerequisites for this workshop.

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

This course is designed for professionals who are responsible for managing their own workload and need a more reliable way to stay organized, prioritize effectively, and follow through on their work.

It is a strong fit for those who:

- Feel busy all day but still struggle to move important work forward
- Rely on a mix of tools, memory, and scattered notes to track work and often lose visibility
- Find it difficult to decide what to do first when everything feels urgent
- Deal with frequent interruptions, shifting priorities, and constant incoming work
- Start tasks but have trouble finishing them due to context switching or overload

It is also valuable for individuals who want a practical time management system they can use day to day to stay in control of their workload, especially in fast-paced environments shaped by meetings, email, chat, and competing demands.