# Time Management

Priority®

A Better Way To Work

## Course Overview

Good time management is essential because it transforms intention into achievement. When individuals manage their time effectively, they move beyond simply being busy and instead focus on meaningful progress toward clear outcomes.

Strong time management reduces stress, prevents last-minute crises, and increases reliability, which builds trust with colleagues, clients, and leaders. It also enables better decision-making by creating space for strategic thinking rather than constant reactivity.

On an organisational level, good time management improves productivity, reduces rework and delays, and strengthens overall performance. Ultimately, managing time well is not just about efficiency, it's about discipline, focus, and aligning daily actions with long-term goals.

## Program Format

This is a 4-hour program that can be delivered face-to-face or virtually.

## Course Objectives

By the end of this course, users should be very comfortable:

- Shift from prioritisation thinking to execution discipline.
- Integrate energy, attention, and digital workflow management.
- Reduce cognitive overload and digital distraction.
- Link individual productivity behaviours to organisational performance outcomes.
- Develop a 30-day execution improvement plan.

**Priority Management Australia**
1300 187 203
admin@prioritymanagement.com.au
www.prioritymanagement.com.au

## Course Outline

### Challenging Traditional Time Management Myths

- Why prioritisation alone fails
- The execution gap: Knowing vs Doing
- Productivity leakage in modern digital work
- The hidden cost of distraction on organisational performance

### Focus on Execution, Not Just Prioritisation

The 3 Execution Barriers

- Overload
- Ambiguity
- Friction

### Execution Discipline Framework

- Define outcome clearly
- Break into executable units
- Schedule in calendar
- Protect focus window
- Close loop (completion ritual)

### Implementation vs Intention

- Why "important" tasks get avoided
- Reducing task size to increase momentum

### Energy Management: The Missing Variable

Types of Energy

- Physical (fatigue vs vitality)
- Cognitive (clarity vs fog)
- Emotional (stress vs engagement)

### Ultradian Rhythms & Performance Cycles

- 60–90 minute peak focus windows
- Recovery cycles as performance multipliers

### Energy Allocation Strategy

- High cognitive tasks in peak zones
- Admin in low-energy zones
- Recovery as strategic, not indulgent

### Personal Energy Map

- Map typical daily energy curve
- Identify peak, dip, and recovery times
- Redesign one workday aligned to energy