

# Time Management & Prioritisation

## Best For

This program is designed for early to mid-career professionals, individual contributors, new team leads, and working professionals who want to improve productivity, manage workload effectively, and achieve consistent performance without burnout.

## Delivery Style

Highly practical, execution-focused, and designed for immediate workplace application.

## Outcome Level

Participants develop strong workload management ability, clear task prioritisation skills, improved time efficiency, and better control over daily work pressure.

## Program Positioning

In today's fast-paced work environment, professionals are not overwhelmed by the amount of work — they are overwhelmed by poor prioritisation, constant interruptions, unclear planning, and inefficient time usage. This program is designed to help professionals take control of their workload, improve time efficiency, and build structured work habits that improve performance without increasing stress.

The program replaces reactive working with planned execution, helps participants distinguish between urgency and importance, and builds discipline around focus, scheduling, and follow-through. This program is especially valuable for professionals who:

- Handle multiple tasks and responsibilities
  - Work under tight deadlines
  - Struggle with overload, delays, or last-minute pressure
  - Want to improve productivity without working longer hours
- ✓ Well suited for professionals with 0–10 years of experience
  - ✓ Ideal for those preparing for lead roles, project ownership, or higher responsibility

## LEARNING STRUCTURE (8 HOURS)

Delivery-Neutral Format

### Block 1 — Understanding Workload, Time Pressure & Productivity Reality

This session builds a clear understanding of how workload and time pressure actually operate in modern workplaces. Participants learn why most productivity issues are not due to laziness but due to overload, unclear priorities, constant switching between tasks, and poor planning habits.

The session covers:

- Why people feel “busy” but not productive
- Difference between activity and output
- How time leaks occur during the workday
- How overload affects focus, quality, and confidence

✓ Outcome: Clear awareness of personal productivity challenges and time-pressure patterns.

## **Block 2 — Identifying High-Value Work vs Low-Value Work**

This session focuses on helping participants distinguish between work that truly matters and work that only feels urgent. Participants learn how to separate impact-driven tasks from routine distractions.

The session covers:

- Importance vs urgency
- High-impact vs low-impact tasks
- Work that drives results vs work that only creates noise
- How poor prioritisation creates constant firefighting

✓ Outcome: Ability to identify what truly deserves priority at work.

## **Block 3 — Structured Task Prioritisation Techniques**

This session builds practical prioritisation discipline. Participants learn structured ways to organise tasks instead of relying on memory, pressure, or last-minute urgency.

The session covers:

- Daily, weekly, and task-level prioritisation
- Sequencing work based on dependency and deadlines
- Managing competing priorities without stress
- Avoiding overload through realistic planning

✓ Outcome: Strong task prioritisation and planning clarity.

## **Block 4 — Time Blocking, Scheduling & Workday Structuring**

This session focuses on building daily structure for work execution. Participants learn how to allocate time intentionally instead of reacting to constant interruptions.

The session covers:

- Time blocking for deep work and routine work

- Managing meetings within productive schedules
- Creating realistic daily work plans
- Avoiding over-scheduling and burnout cycles

✔ Outcome: Strong daily work structure and improved control over time usage.

## **Block 5 — Managing Interruptions, Distractions & Focus Breakers**

This session helps participants regain control over attention and focus. Participants learn how interruptions, notifications, multitasking, and constant switching destroy efficiency.

The session covers:

- Managing digital distractions
- Handling interruptions professionally
- Reducing unnecessary task switching
- Building focus discipline in busy environments

✔ Outcome: Improved focus, reduced distraction, and better efficiency.

## **Block 6 — Managing Workload Pressure, Deadlines & Overflow Work**

This session focuses on handling heavy workload without panic or burnout. Participants learn how to plan for deadlines, manage spill-over work, and respond to pressure without emotional overload.

The session covers:

- Handling tight deadlines without panic
- Planning buffer time for unexpected work
- Avoiding last-minute rush culture
- Managing pressure with structure, not stress

✔ Outcome: Greater calmness and control during high-workload periods.

## **Block 7 — Delegation, Boundary Setting & Smart Work Distribution**

This session focuses on managing workload beyond individual effort. Participants learn how knowing what to delegate, when to say no, and how to set professional boundaries directly improves time efficiency.

The session covers:

- When and what to delegate
- How to ask for support professionally
- Saying no without guilt

- Avoiding overload caused by poor boundaries

✔ Outcome: Better work distribution and reduced unnecessary overload.

## Block 8 — Sustainable Productivity Habits & Long-Term Time Discipline

The final session focuses on building consistent long-term productivity habits. Participants learn how daily discipline, reflection, and review create lasting efficiency rather than temporary bursts of motivation.

The session covers:

- Daily and weekly productivity review habits
- Preventing burnout through balance
- Strengthening self-discipline over time
- Building a personal time-efficiency system

Each participant creates a 30-day Workload & Time Efficiency Action Plan.

✔ Outcome: Sustainable productivity habits and long-term time mastery.



### What You Will Walk Away With

Participants complete the program with:

- Clear workload prioritisation ability
- Stronger time efficiency habits
- Improved task planning and scheduling skills
- Reduced work stress and overload
- Better performance consistency
- A clear personal time-efficiency action plan
- A Knowledge Que Course Completion Certificate (8 PDUs)



### Certification (Delivery-Neutral & Legally Safe)

On successful completion of the program, learners receive:

- Knowledge Que – Course Completion Certificate
- Recognition of 8 Professional Development Units (PDUs)
- A digital certificate suitable for:
  - LinkedIn
  - Resume & Portfolio
  - Professional Profiles

Issued by Knowledge Que – Powered by Experts



### Why Knowledge Que

- Expert-led, workplace-focused training
- Practical productivity systems with immediate use
- Skill-based learning for real performance results
- Designed specifically for modern professionals

## **Copyright**

© Knowledge Que. All rights reserved. No part of this material may be reproduced, distributed, or transmitted without prior written permission.