

TRAINING WORKSHOP

Time Management Masterclass



Plan the week, protect focus, finish what matters

Trainer Name · Half day · Students and professionals

Agenda

01

Introduction

02

Core skills

03

Practice

04

Apply

01

INTRODUCTION



**You will never find time.
You have to make it.**

Why this workshop

What you will learn

- Set priorities with a simple matrix
- Plan a realistic week in 20 minutes
- Protect deep-focus time
- Say no without guilt

GROUND RULE

**Bring your
calendar and
current to-do list.**

The case for change

2.1 h

daily time lost to
distractions

40%

of tasks are urgent but
not important

25 min

one focus block

Illustrative figures for discussion.

02

CORE SKILLS

The priority matrix



Do now

Urgent and important:
deadlines, crises.



Schedule

Important, not urgent:
growth, health.



Delegate or drop

Urgent but unimportant,
or neither.

Weekly planning ritual

01

Review

Look back at last week

02

Choose

Pick three big outcomes

03

Block

Put them in the calendar

04

Buffer

Leave 20% unplanned

Do this, not that

Do

- Plan tomorrow before you leave today
- Batch email twice a day
- Keep one task list

vs

Avoid

- Starting the day in your inbox
- Multitasking in meetings
- Keeping tasks in your head

03

PRACTICE

Try it: Plan your real week



Build next week's plan from your actual to-do list.

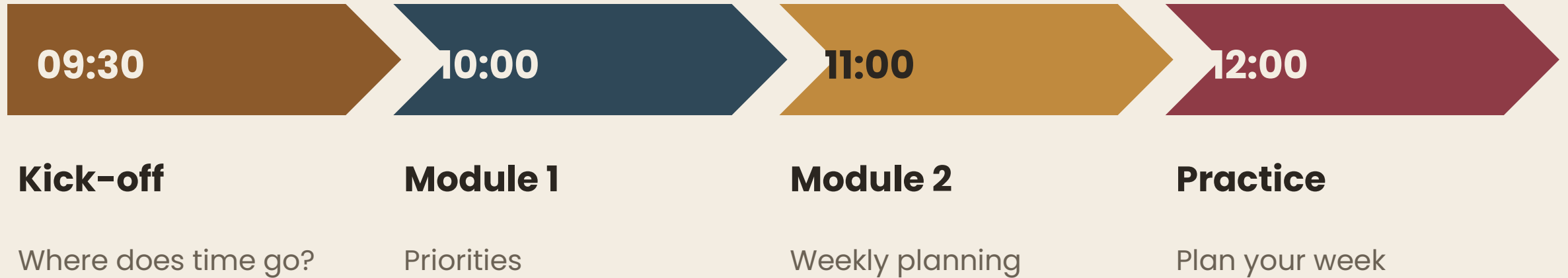
Sort every task into the matrix, choose three outcomes, then block focus time. A partner checks that the plan is realistic.

Practice checklist

Step	What good looks like	Self-check
Outcomes	Three, written as results	☐
Focus blocks	At least four a week	☐
Buffer	20% unplanned	☐
Review	Friday review booked	☐

Tick each item during the practice round.

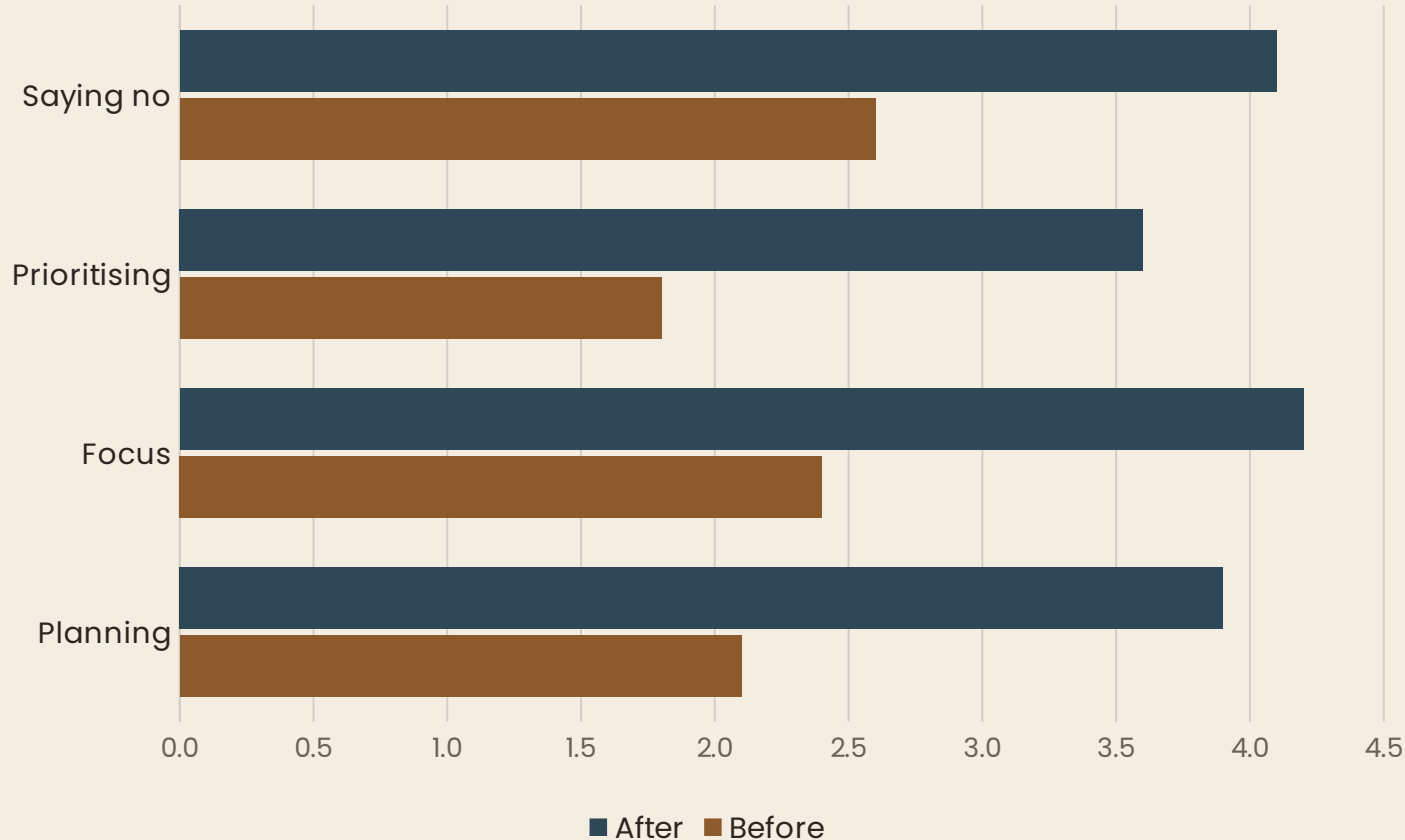
Workshop agenda



04

APPLY

Confidence before and after



Self-rated confidence on a 5-point scale (sample data).

Sample data for illustration — replace with your own figures.

Your 30-day action plan



Every Friday

Fifteen-minute weekly review.



Every morning

Two focus blocks before noon.



Every evening

Write tomorrow's top three.

Key takeaways

- Important beats urgent
- Plan weekly, adjust daily
- Guard your focus blocks
- Done beats perfect



Image

Now go and practise

Questions, feedback and next steps.

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