

TRAINING WORKSHOP

Time Management Masterclass

Plan the week, protect focus, finish what matters

FACILITATOR

Trainer Name

DURATION

Half day

AUDIENCE

Students and
professionals



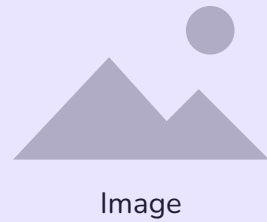
Agenda

01 Introduction

02 Core skills

03 Practice

04 Apply



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

Why this workshop

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.

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

1 Review

Look back at last week

2 Choose

Pick three big outcomes

3 Block

Put them in the calendar

4 Buffer

Leave 20% unplanned

Do this, not that

Do

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

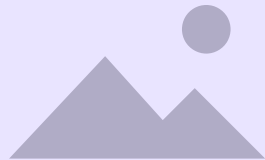
VS

Avoid

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

Try it: Plan your real week

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



Activity photo / worksheet

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	☐

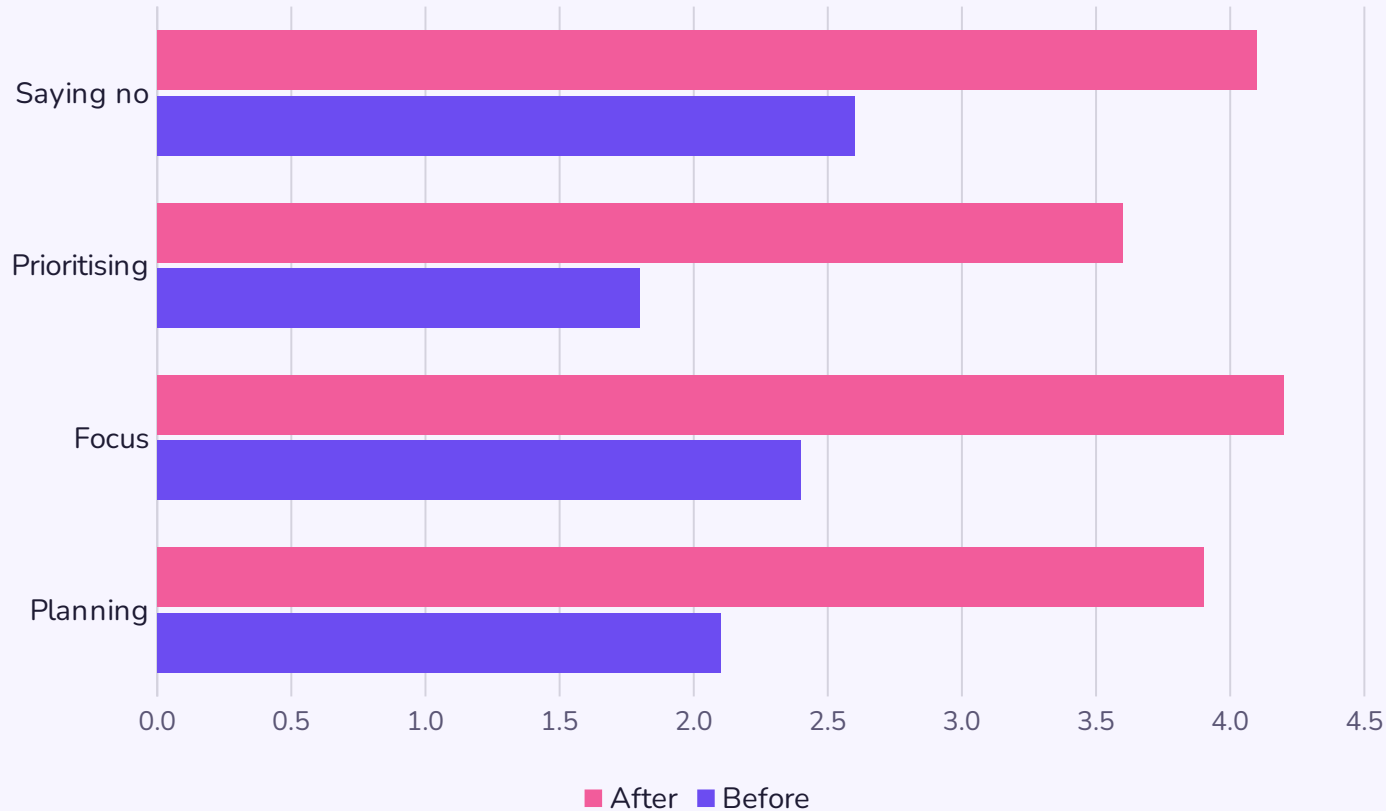
Tick each item during the practice round.



What gets scheduled gets done.

WORKSHOP FACILITATOR

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.

Trainer Name

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