Time Management
vs Priority Management

From busy to intentional

1. Rethink
Time and priorities.

2. Prioritise
Decide what matters.

3. Plan
Workday and demands.

4. Sustain
Measure and habits.

PRODUCTIVITY · 76 SLIDES

RETHINKING TIME AND PRIORITIES · SECTION

01

SECTION 1 OF 8

Rethinking Time and Priorities

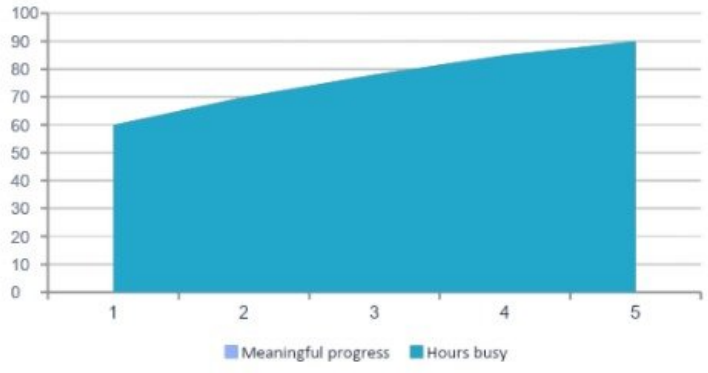
Busy is not the same as effective.

SLIDES 2 TO 9

RETHINKING TIME AND PRIORITIES

The Productivity Problem: Busy but Not Effective

ILLUSTRATIVE WEEK: BUSYNESS RISES, PROGRESS DOES NOT (INDEX)



- Full calendars
- Long hours
- Fewer meaningful results

The Reality of Your Working Day



- Planned work versus actual time
- Reactive work takes the gap
- Awareness comes first

Conducting a Time Audit

STEP 1	STEP 2	STEP 3	STEP 4
1	2	3	4
Choose a typical week	Record activities as they happen	Group into categories	Spot patterns and surprises

Track for at least five working days.

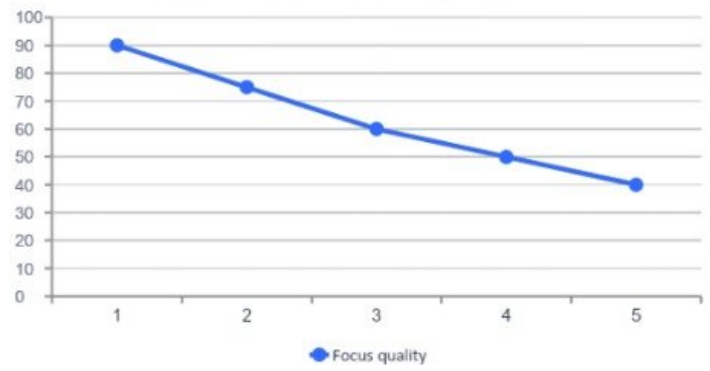
The Time Log: Where Does Your Time Go?

Time	Activity	Minutes	Interrupted?	Outcome
08:30	Email triage	45	Yes	Inbox cleared
09:15	Report draft	30	Yes	Half done
10:00	Team meeting	60	No	Two decisions
11:00	Ad hoc requests	50	Yes	Three tasks

Log the outcome, not just the activity.

The Cost of Context Switching

ILLUSTRATIVE FOCUS QUALITY BY NUMBER OF SWITCHES (INDEX)



- Focus after interruptions
- Recovery takes effort
- Fewer switches help

Identifying Your Peak Productivity Hours

	MON	TUE	WED	THU	FRI
Morning	4	4	3	4	3
Midday	2	2	2	2	2
Afternoon	1	2	2	1	1
Late	3	2	3	2	2

ILLUSTRATIVE ENERGY, 0 TO 4: YOURS WILL DIFFER

Match demanding work to higher-energy periods.

My Time and Energy Audit

01 Where my time went this week

02 Which tasks gave energy or drained it

03 My best two focus periods

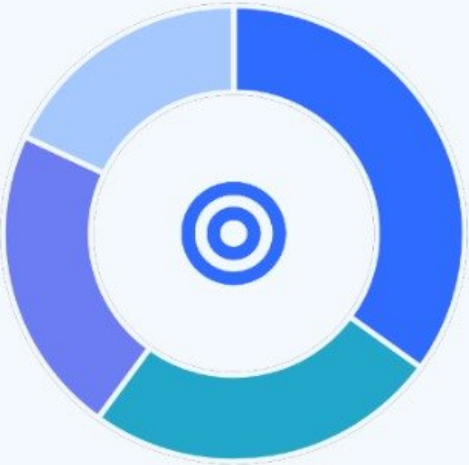
04 Two changes I will test

03

SECTION 3 OF 8

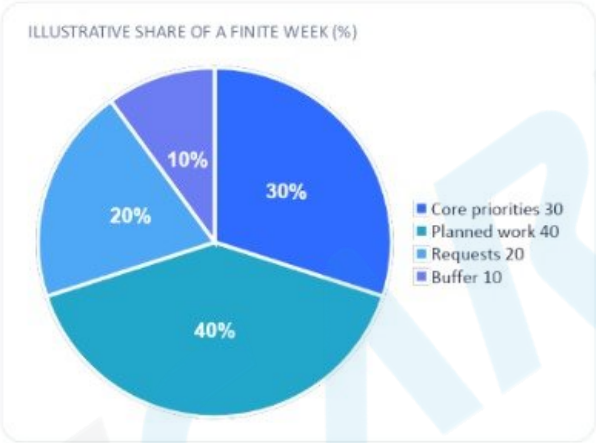
The Science and Logic of Prioritisation

When everything is a priority, nothing is.



SLIDES 20 TO 27

Why Everything Cannot Be a Priority



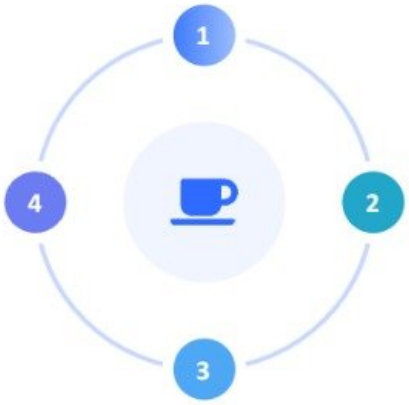
- Limited time
- Limited resources
- Limited attention

The Eisenhower Matrix



- Do now: urgent and important
- Schedule: important, not urgent
- Delegate: urgent, not important
- Eliminate: neither

The Daily Planning Ritual

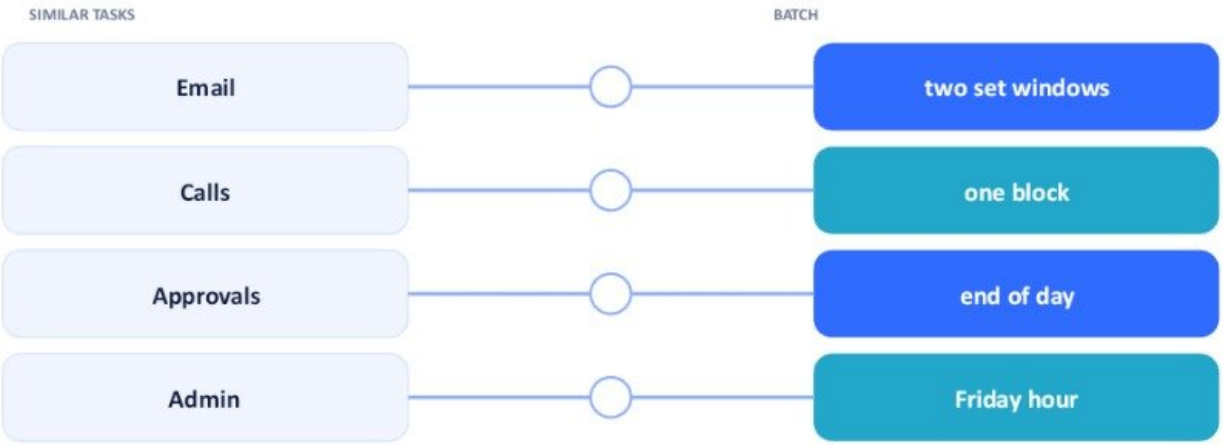


- Review: yesterday and today
- Choose: top outcomes
- Plan: place them in time
- Close: note what is next

Time Blocking: Give Important Work a Place



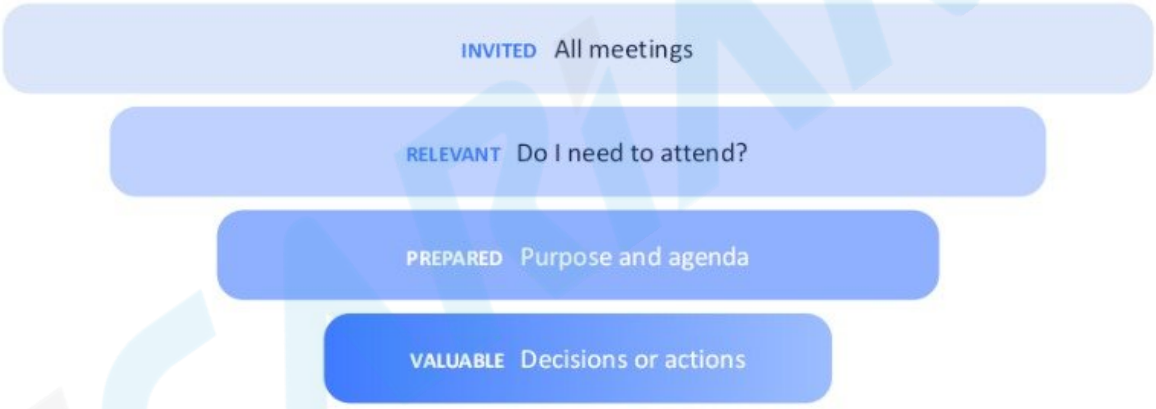
Task Batching and Workflow Grouping



Managing Emails, Messages and Notifications

- Set two to three email windows
- Turn off non-essential alerts
- Use status and response expectations
- Route true urgency by phone

Handling Meeting Overload



FILTER MEETINGS BEFORE ACCEPTING

The Competing Priorities Decision Framework

1	2	3	4
Clarify: the request	Compare: with priorities	Decide: accept, defer or decline	Renegotiate: scope and dates

06

SECTION 6 OF 8

Productivity Tools and Personal Work Systems

Tools help only when the system is clear.



SLIDES 47 TO 54

Building a Personal Productivity System



SIX CONNECTED PARTS

1. **Capture** — collect everything
2. **Priorities** — choose what matters
3. **Calendar** — time commitments
4. **Tasks** — next actions
5. **Notes** — reference
6. **Review** — weekly reset

To-Do Lists vs Structured Task Management

TO-DO LIST

- Long and unranked
- No dates or context

VS

STRUCTURED SYSTEM

- Prioritised and dated
- Linked to outcomes

A list records work; a system helps you decide.

HR, L&D & TRAINING

Beating

Procrastination at Work

Facilitator Delivery Guide

Slide-by-slide guidance for all 74 slides

Corporate Training Library



FULL 1 min
EXPRESS 1 min

04 What Is Procrastination?

Define it.

SAY

"The intentional or habitual delay of tasks despite potential negative consequences."

DELIVER

- Walk the four tiles.
- Ask for a plain-language version.
- Stress it is a pattern, not a flaw.

ASK

"How would you define it in your own words?"

EXAMPLE

Opening a spreadsheet and then answering emails for an hour.

WATCH FOR

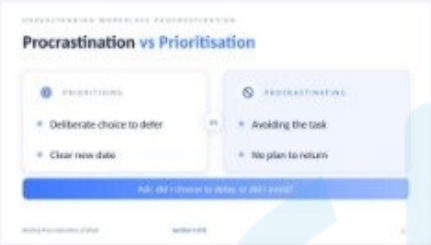
Treating it as a character defect.

TRAINER'S NOTES

Anchor definition.

FACILITATOR TIP

Use behaviour language.



FULL 2 min
EXPRESS 1 min

05 Procrastination vs Prioritisation

Separate deliberate deferral from avoidance.

SAY

"Choosing to delay a low-value task is prioritising. Avoiding a task you know matters is procrastinating."

DELIVER

- Read both sides.
- Ask for an example of each.
- Offer the test question.

ASK

"Did I choose to delay, or did I avoid?"

EXAMPLE

Moving a non-urgent filing task to Friday on purpose.

WATCH FOR

Treating all delay as bad.

TRAINER'S NOTES

Key test slide.

FACILITATOR TIP

Praise good deferral.

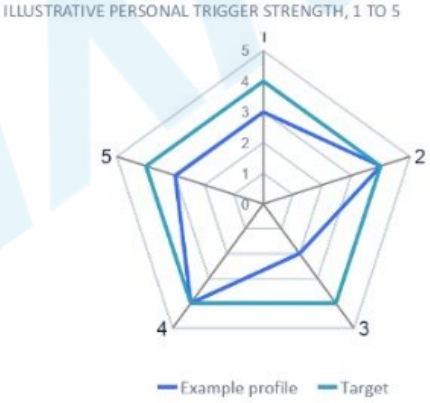
The Deadline-Dependent Procrastinator



- Starts late
- Works under pressure
- Risks quality and stress

Identifying Your Personal Trigger Patterns

1. Boredom
2. Fear
3. Overload
4. Unclear task
5. Interruptions



My Procrastination Pattern Worksheet

Trigger	What I do	Consequence
Unclear report	Check email	Late start

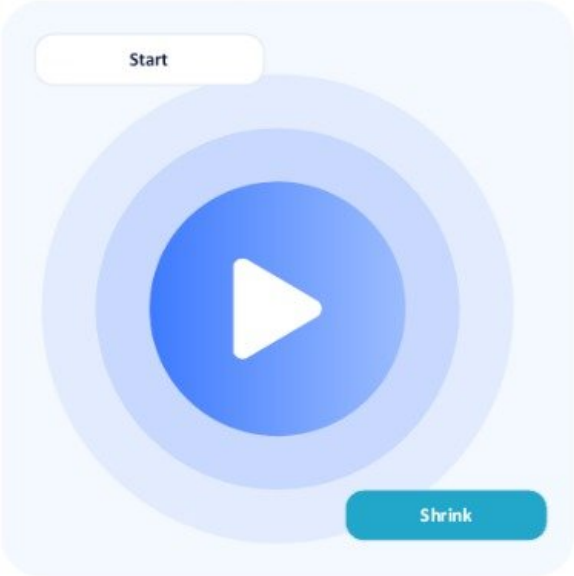
Name the trigger before you try to fix it.

04

SECTION 4 OF 8

Practical Techniques to Beat Procrastination

Make starting so small it is hard to refuse.



SLIDES 29 TO 36

The Two-Minute Rule

CHECK
Does it take two minutes?

"Quick reply"

DO IT NOW
Do not defer

"Send it"

DONE
Off your list

"Cleared"

EXAMPLE: REPLY TO A SIMPLE QUESTION

Only for genuinely small tasks.

The Five-Minute Start Technique

Commit: just five minutes
01

Start: open the work
02

Reassess: how does it feel?
03

Continue or stop: your choice
04

Time Blocking for Difficult Tasks



ILLUSTRATIVE ONE-DAY PLAN

Building Momentum Through Small Wins

SMALL WINS ADD UP



1 Start
First step done

2 Milestone
Part complete

3 Review
Share progress

4 Almost
Final checks

5 Done
Delivered

Accountability and Commitment Devices

- Check-ins: a regular partner
- Public commitment: share the deadline
- Progress updates: short and visible
- Consequences: agreed in advance

The Personal Execution System

PLAN
Top outcomes

START
Cue and first step

FOCUS
Blocks and boundaries

ACCOUNTABILITY
Partner and updates

COMPLETE
Ritual

REVIEW
Weekly check

07

SECTION 7 OF 8

Procrastination Management Practice Lab

Apply the techniques to realistic delays.

SLIDES 56 TO 65

Case Study 1: The Report That Is Always Delayed

THE SITUATION

- A monthly report is postponed every time
- Work starts a day before the deadline
- Quality and stress suffer

CASE STUDY 1 · YOUR OBJECTIVE

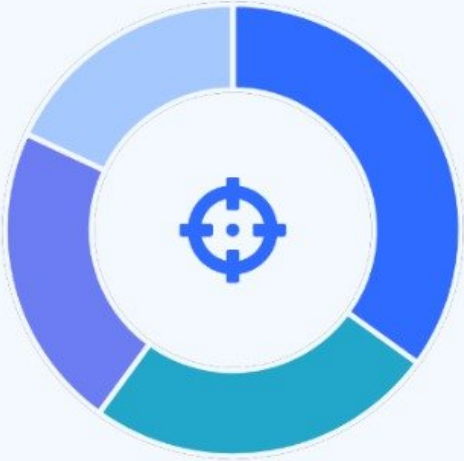
Design a report completion system

01

SECTION 1 OF 8

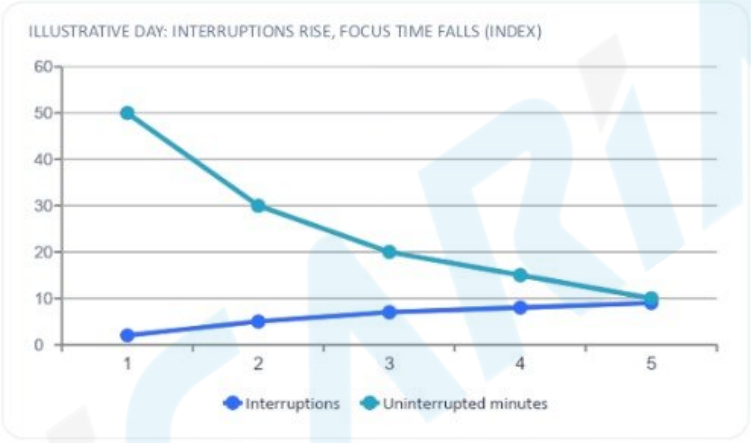
Understanding Deep Work

Attention is the raw material of valuable work.



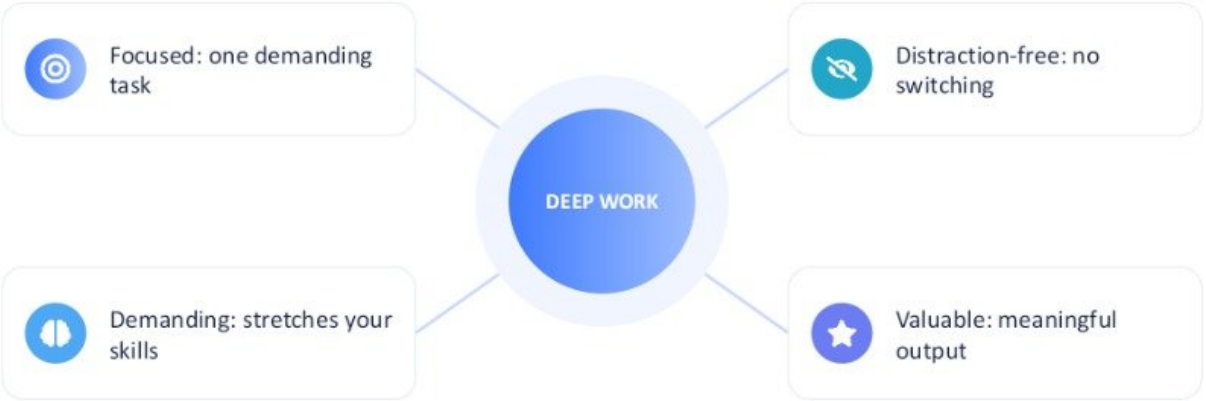
SLIDES 2 TO 10

The Attention Crisis at Work



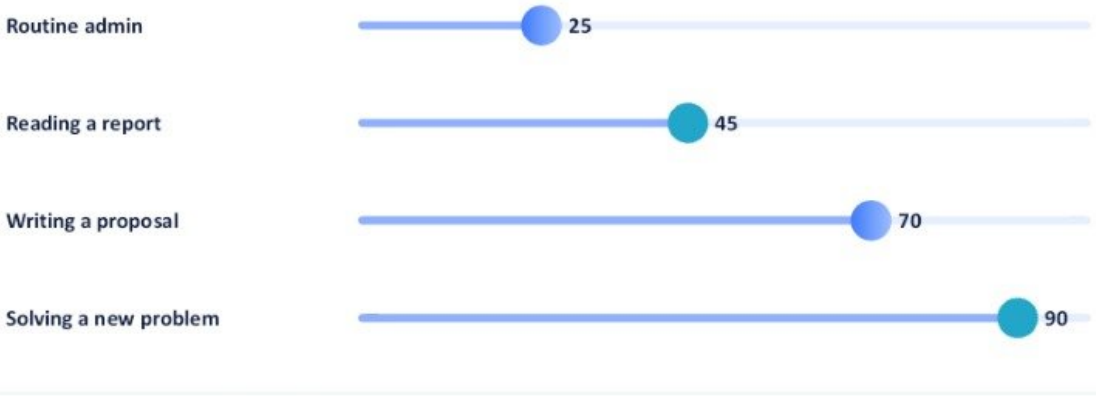
- Messages arrive constantly
- Meetings fragment the day
- Concentration time shrinks

What Is Deep Work?



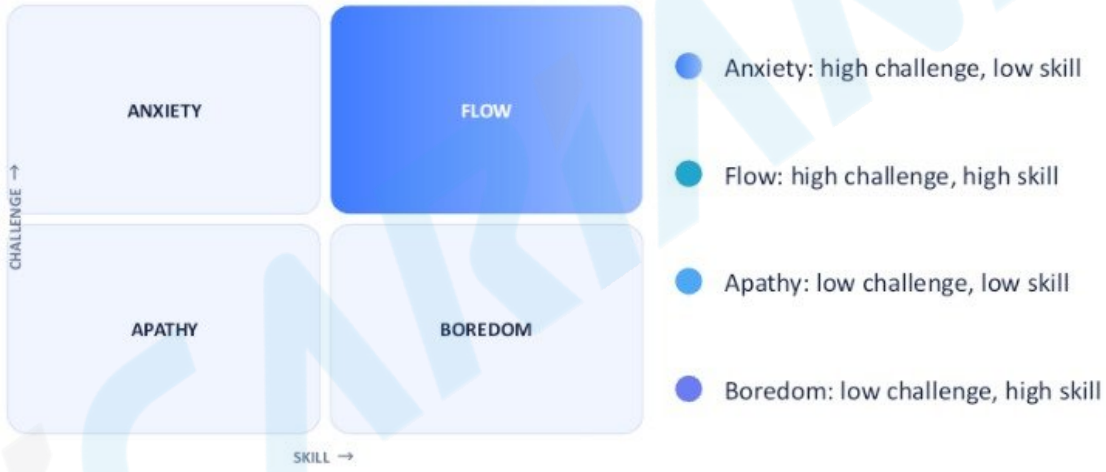
Concentration and Mental Effort

ILLUSTRATIVE MENTAL EFFORT BY TASK TYPE (INDEX)



Harder tasks need longer, calmer attention.

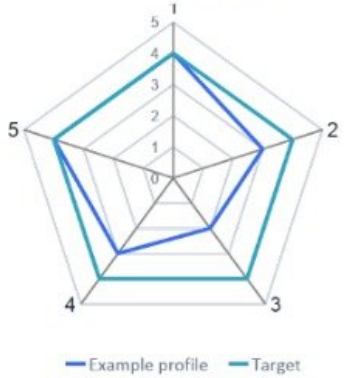
Flow State and Optimal Engagement



The Focus Disruption Diagnostic

1. Notifications
2. Meetings
3. Open space
4. Own thoughts
5. Urgent requests

ILLUSTRATIVE PERSONAL DISRUPTION PROFILE, 1 TO 5



03

SECTION 3 OF 8

The Modern Workplace Distraction Problem

Most distractions are designed into the workplace.

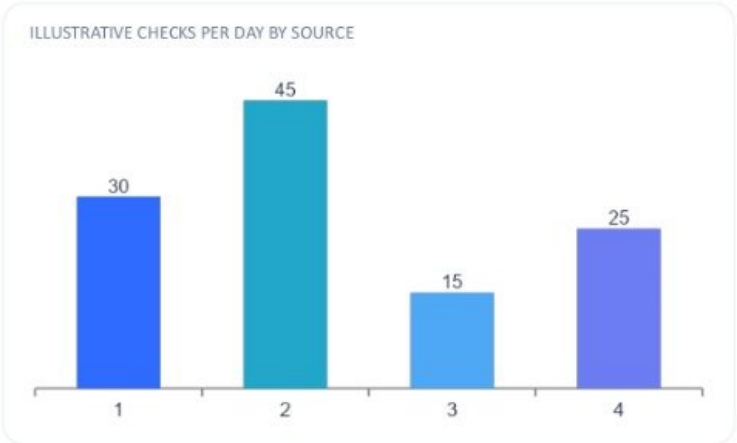


SLIDES 21 TO 28

The Always-Available Workplace

- Expected instant replies
- Messages across many channels
- Visible online status
- Fear of missing something

Digital Distractions: Emails, Chats and Notifications



- Tools compete for attention
- Alerts break concentration
- Windows reduce checking

The Focus Protection Checklist

- [x] Goal is clear
- [x] Notifications are off
- [x] Workspace is ready
- [x] Others know I am focusing
- [x] Capture list is open
- [x] Break is planned



06

SECTION 6 OF 8

Focus Habits, Energy and Sustainable Performance

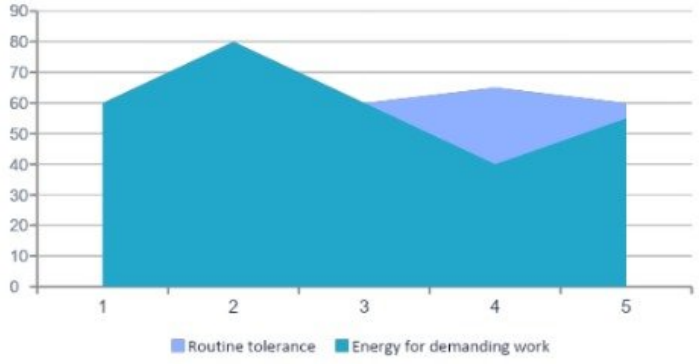
Focus is sustained by energy and recovery.

SLIDES 49 TO 56



Matching Difficult Work with Energy Levels

ILLUSTRATIVE ENERGY OVER A DAY: YOURS WILL DIFFER



- Your energy varies
- Schedule hard work when you are sharper
- Use low periods for routine work

08

SECTION 8 OF 8

Measuring Focus and Building a Personal Plan

Measure what matters, not hours at a desk.



SLIDES 69 TO 78

Measuring Deep Work Effectiveness



Quality of output: 65%



Task completion: 70%



Consistency: 55%

ILLUSTRATIVE PERSONAL RESULTS (%): OUTPUT, NOT HOURS

Personal Focus KPIs

PROTECTED SESSIONS HELD
70%

SESSIONS INTERRUPTED
30%

PRIORITY COMPLETION
65%

MEANINGFUL OUTPUT
60%

WEEKLY REVIEWS DONE
75%

SHUTDOWN RITUAL DONE
50%

ILLUSTRATIVE PERSONAL VALUES (%): SELF-TRACKED

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Effective Meetings:
Less Talk, More Action

Clarity, decisions and progress, not just time spent

1. Rethink
Why meetings fail.

2. Plan
Purpose and agenda.

3. Facilitate
Focus and dynamics.

4. Follow Through
Decisions and actions.

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RETHINKING WORKPLACE MEETINGS · SECTION

01

SECTION 1 OF 8

Rethinking Workplace Meetings

A meeting is a tool, not a ritual.

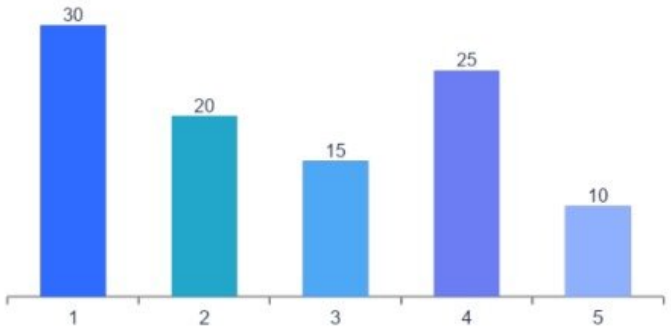


SLIDES 3 TO 9

RETHINKING WORKPLACE MEETINGS

Why Are We Spending So Much Time in Meetings?

ILLUSTRATIVE SHARE OF MEETING TIME (%)



- Habit: recurring slots nobody reviews
- Fear: of missing out or being excluded
- Default: a meeting feels like action

Meetings, Emails, Chat or Shared Documents

Need	Best channel	Why
Share facts	Email or document	Read at their own pace
Quick question	Chat	Fast and low effort
Sensitive conversation	Meeting or call	Tone and empathy
Complex decision	Meeting plus pre-read	Live discussion needed

Choose the lightest channel that does the job.

03

SECTION 3 OF 8

Planning Meetings That Have Purpose

Most of a meeting's success is decided before it starts.



SLIDES 20 TO 27

Start with the Desired Outcome

STEP 1 — 1 — Ask: what should be different afterwards

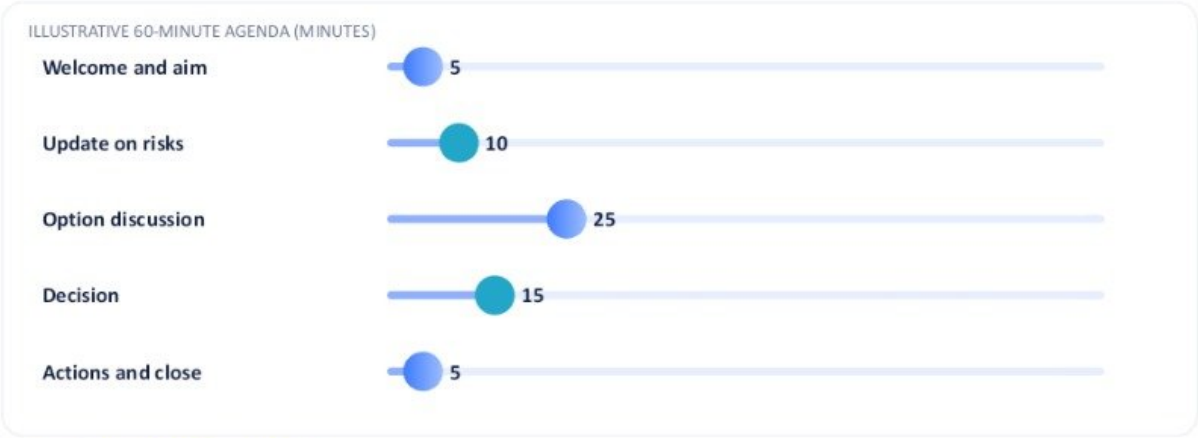
STEP 2 — 2 — Name: a decision, a plan or shared view

STEP 3 — 3 — Test: could we achieve it without meeting

STEP 4 — 4 — Design: build the agenda backwards

Begin with the end in mind.

Allocating Time to Each Agenda Item



Give most time to the hardest item.

Pre-Meeting Preparation and Pre-Reads

SEND
Pre-read in advance
"Two-page summary sent Monday"

READ
Participants prepare
"Everyone arrives informed"

DISCUSS
Use live time for debate
"Meeting starts with questions"

EXAMPLE: A BUDGET REVIEW

Keep pre-reads short and specific.

Roles and Responsibilities

ROLE	RESPONSIBILITY
Chair	owns the outcome
Facilitator	guides the process
Participants	prepare and contribute
Note-taker	records decisions and actions

Dealing with Disagreement and Conflicting Opinions



Creating Psychological Safety in Meetings

SAFE TO SPEAK

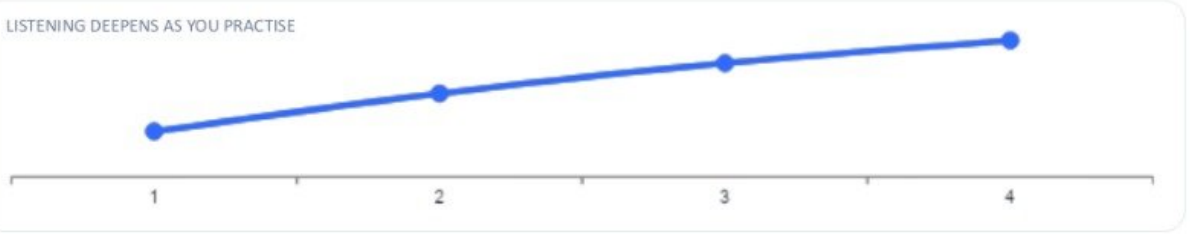
INVITE
Ask for views and doubts

THANK
Appreciate challenge

ADMIT
Leaders show fallibility

LEARN
Treat errors as data

Active Listening and Constructive Questioning



1 Attend
Give full attention

2 Reflect
Say what you heard

3 Question
Ask open questions

4 Summarise
Confirm shared view

06

SECTION 6 OF 8

Decisions, Actions and Accountability

A meeting ends when the decision is owned.



SLIDES 47 TO 54

Discussion Does Not Equal Decision

1	2	3	4
Discuss: share views	Converge: narrow the options	Decide: choose openly	Record: write it down

Understanding Different Decision-Making Approaches

Approach	Best when	Watch out for
Leader decides	Speed matters	Low buy-in
Consult then decide	Input needed	Slower
Vote	Clear options	Losers disengage
Consensus	Commitment is key	Takes time

Say in advance how the decision will be made.

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Problem-Solving at Work

Stop treating symptoms. Solve the problems that matter.



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UNDERSTANDING WORKPLACE PROBLEM-SOLVING · SECTION

01

SECTION 1 OF 8

Understanding Problem-Solving

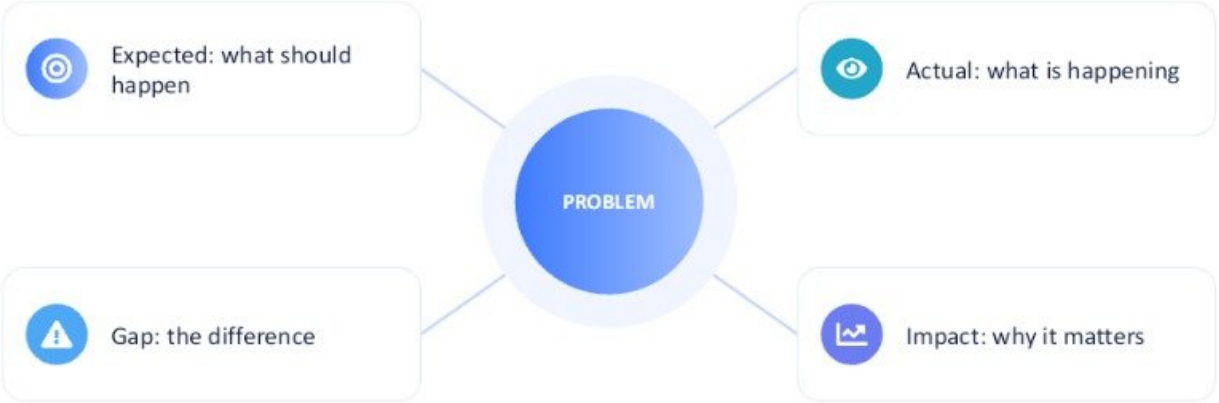
Solve the problem, not just the symptom.



SLIDES 3 TO 10

UNDERSTANDING WORKPLACE PROBLEM-SOLVING

What Is a Workplace Problem?



Prioritising Problems by Impact and Controllability



- Act now: high impact, high control
- Influence: high impact, low control
- Quick wins: low impact, high control
- Monitor: low impact, low control

Problem Definition Practice: From Vague to Specific

Vague concern	Specific problem
Customers are unhappy	Complaints rose from 20 to 35 a month since March
Projects are always late	Six of ten projects missed deadlines by over a week

Specific means measurable and bounded.

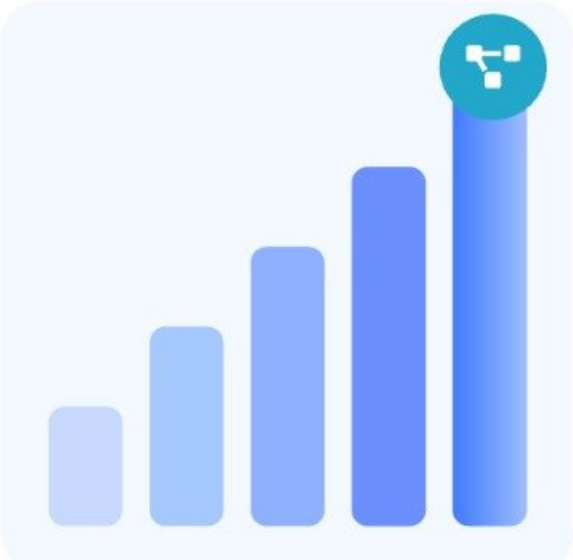
03

SECTION 3 OF 8

Finding Root Causes

Dig until you reach what you can change.

SLIDES 21 TO 29



SCAMPER: Generating New Possibilities

Letter	Prompt	Example
S	Substitute	Replace email with a shared board
C	Combine	Merge two approval steps
A	Adapt	Borrow a retail checklist
M	Modify	Shorten the form
P	Put to another use	Reuse reports for coaching
E	Eliminate	Remove a duplicate check
R	Reverse	Customer checks first

Use one prompt per round.

Evaluating Solutions Using Impact and Effort

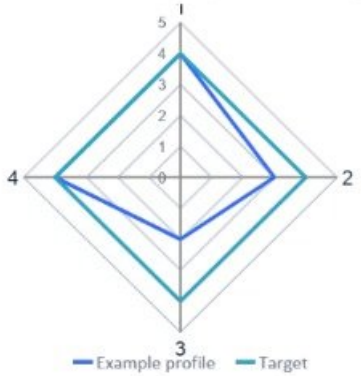


- Quick wins: high impact, low effort
- Major projects: high impact, high effort
- Fill-ins: low impact, low effort
- Avoid: low impact, high effort

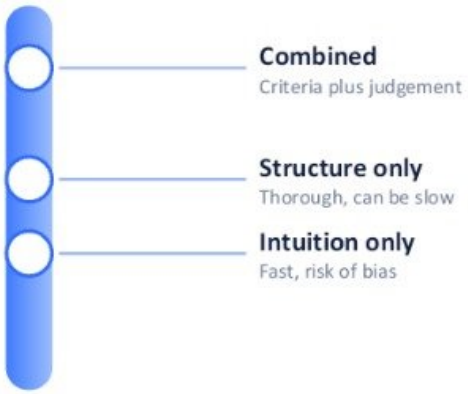
Feasibility, Cost, Risk and Resource Assessment

1. Feasibility
2. Cost
3. Risk
4. Resources

ILLUSTRATIVE OPTION PROFILE, 1 TO 5 (5 = FAVOURABLE)



Structured vs Intuitive Decision-Making



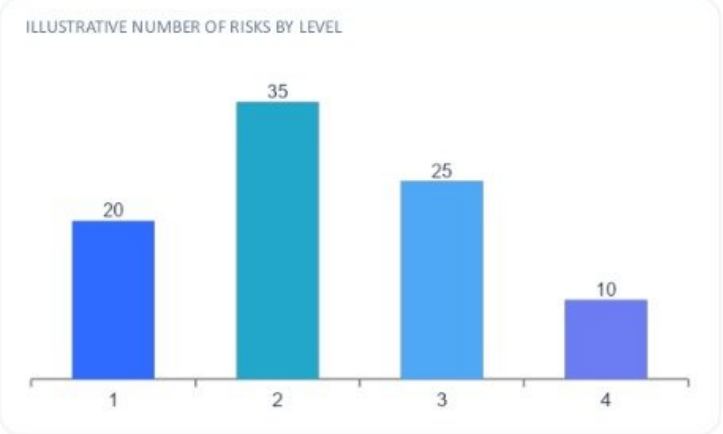
- Structured: criteria and data
- Intuitive: experience and judgement
- Best: combine both

The Decision Matrix

Criterion (weight)	Option A	Option B	Option C
Impact (40%)	4	3	2
Cost (30%)	2	4	3
Risk (30%)	3	4	2
Weighted total	3.1	3.7	2.3

The matrix informs the decision; it does not make it.

Risk-Based Decision-Making



- Likelihood: how probable
- Impact: how severe
- Mitigation: how to reduce

The PDCA Cycle: Plan, Do, Check, Act



- Plan: define and design
- Do: try it small
- Check: compare results
- Act: adopt or adjust

Testing Solutions Through Small-Scale Pilots

01 Design: pilot scope

02 Run: small group, short time

03 Review: what worked

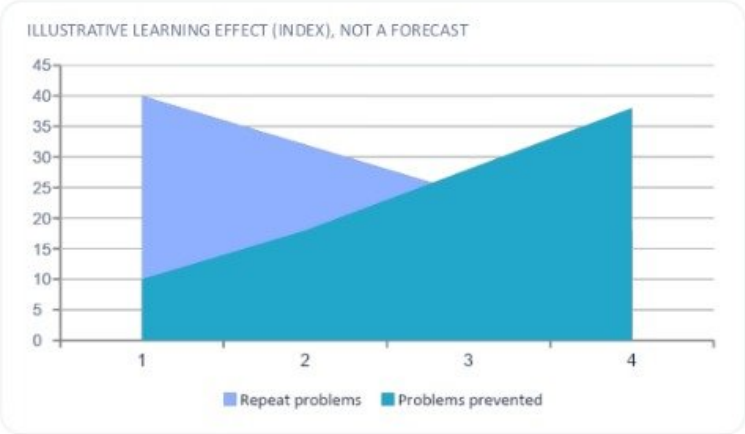
04 Scale: roll out with changes

Monitoring Implementation Progress

ACTIONS ON TRACK 70%	MILESTONES MET 60%	PILOT ADOPTION 55%
ISSUES RESOLVED 65%	STAKEHOLDERS INFORMED 80%	BUDGET USED 45%

ILLUSTRATIVE PROGRESS INDICATORS (%)

Building Organisational Learning from Problems



- Share lessons openly
- Keep a lessons log
- Review recurring issues

07

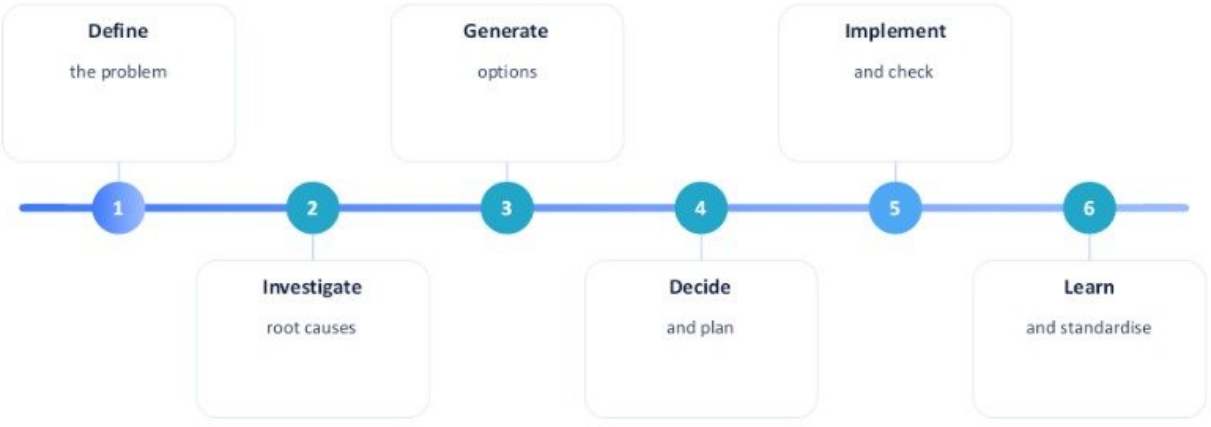
SECTION 7 OF 8

Problem-Solving Practice Lab

Apply the full process to real cases.

SLIDES 59 TO 68

Practice Lab Introduction: The Structured Process



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Managing Stress at Work

Recognise stress. Regain control. Build sustainable performance.



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01

SECTION 1 OF 8

Understanding Workplace Stress

Recognise it early, respond with care.



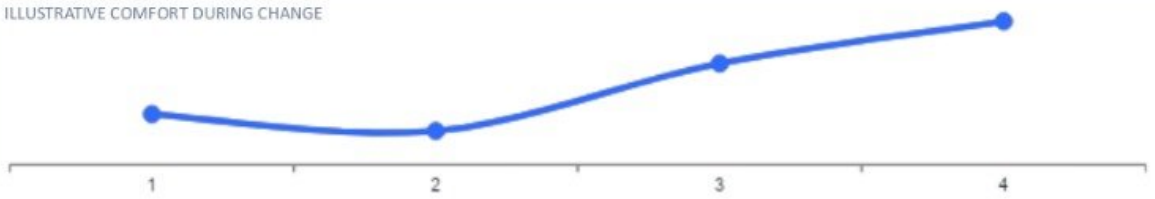
SLIDES 3 TO 9

What Is Workplace Stress?



Change, Uncertainty and Job-Related Pressure

ILLUSTRATIVE COMFORT DURING CHANGE



1 Announcement
Shock

2 Doubt
What will happen

3 Adjustment
Learn the new

4 Settling
New normal

Physical, Emotional and Behavioural Warning Signs

PHYSICAL
Tiredness, tension, headaches

EMOTIONAL
Irritability, worry, low mood

BEHAVIOURAL
Withdrawal, avoidance, errors

Signs are not a diagnosis; seek advice if they persist.

Understanding Your Personal Stress Patterns

	MORNING	MIDDAY	AFTERNOON	EVENING
Mon	2	3	4	2
Tue	3	3	3	2
Wed	2	4	4	3
Thu	3	3	2	2
Fri	4	3	2	1

ILLUSTRATIVE SELF-RATED STRESS, 1 TO 4

Darker means higher stress.

05

SECTION 5 OF 8

Workload and Pressure

Manage the demands, not just the reaction.

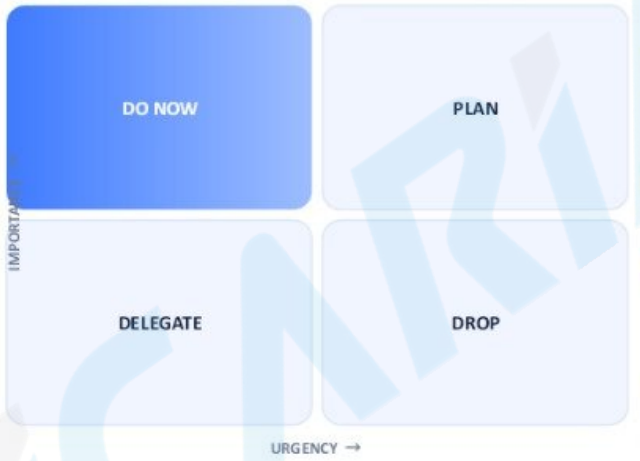
SLIDES 39 TO 46

Prioritise

Boundaries

Support

Prioritising Work During High-Pressure Periods



- Do now: urgent and important
- Plan: important, not urgent
- Delegate: urgent, less important
- Drop: neither

Managing Multiple Deadlines and Competing Demands



The Role of Sleep, Movement and Recovery

SLEEP
Regular and enough

MOVEMENT
A little every day

RECOVERY
Breaks and downtime

Needs vary; see a doctor for persistent problems.

Boundaries Between Work and Personal Time

WORK
Work | Defined start and end

PERSONAL
Personal | Protected time



A CLEAR EDGE HELPS YOU SWITCH OFF

Building Supportive Workplace Relationships



SIX SUPPORTIVE BEHAVIOURS

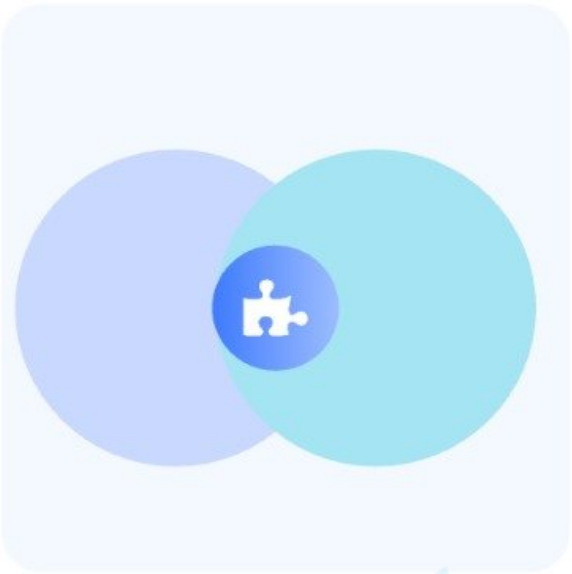
1. **Listen** — give attention
2. **Appreciate** — say thanks
3. **Help** — offer a hand
4. **Share** — be open
5. **Check in** — ask how you are
6. **Respect** — honour boundaries

07

SECTION 7 OF 8

Stress Management Practice Lab

Recognise. Regulate. Respond.



SLIDES 57 TO 66

Practice Lab Introduction: Recognise, Regulate, Respond



1 Recognise
Spot the trigger

2 Regulate
Calm the response

3 Respond
Choose an action

4 Review
Learn from it

Case Study 1: The Overloaded Manager

THE SITUATION

- Deadlines keep stacking up
- Evenings and weekends fill with work
- The manager is short with the team

CASE STUDY 1 · YOUR OBJECTIVE

Apply prioritisation and boundaries

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From Busy to Productive

Measure what you accomplish, not how much you do.



PRODUCTIVITY · 80 SLIDES

BUSY VS PRODUCTIVE · SECTION

01

SECTION 1 OF 8

Busy vs Productive

Activity is not achievement.

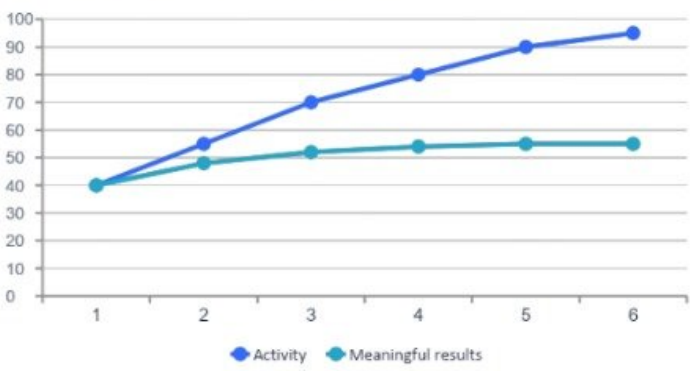


SLIDES 3 TO 10

BUSY VS PRODUCTIVE

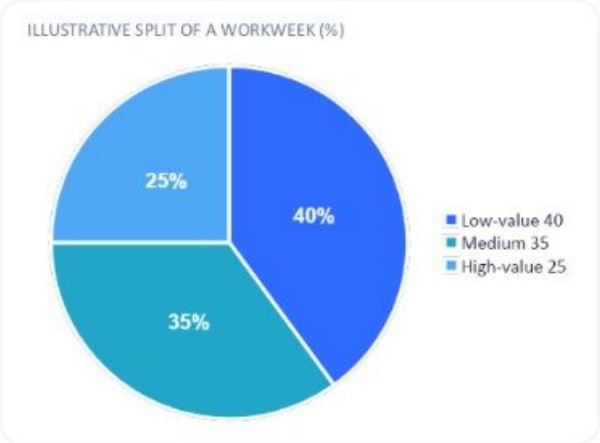
The Illusion of Being Busy

ILLUSTRATIVE: ACTIVITY VS RESULTS (NOT MEASURED DATA)



- Activity can rise while results stall
- Busy feels productive
- Check the results line

The Hidden Cost of Low-Value Activities



Output, Outcomes and Meaningful Results

Input: time and effort
01

Output: what you produce
02

Outcome: what changes
03

Impact: why it matters
04

The Productive Professional Mindset

PRODUCTIVE MINDSET

PURPOSEFUL
Start with the goal

SELECTIVE
Say yes with care

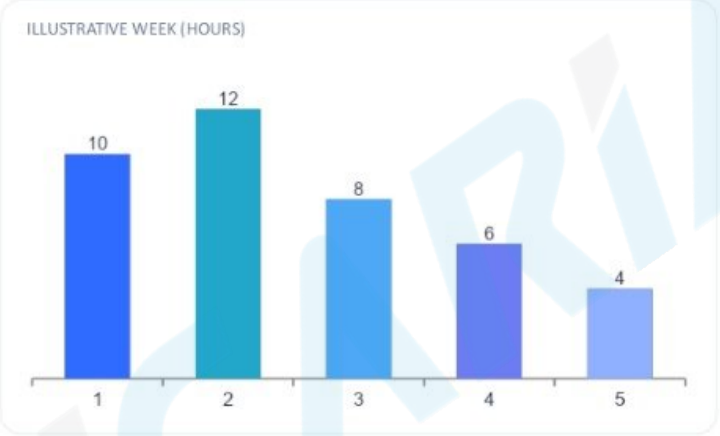
CONSISTENT
Small habits

SUSTAINABLE
Protect energy

Conducting a Personal Productivity Audit

Track: log your time › Group: by type of work › Rate: value and energy › Decide: keep, cut, change

Where Does Your Working Time Actually Go?

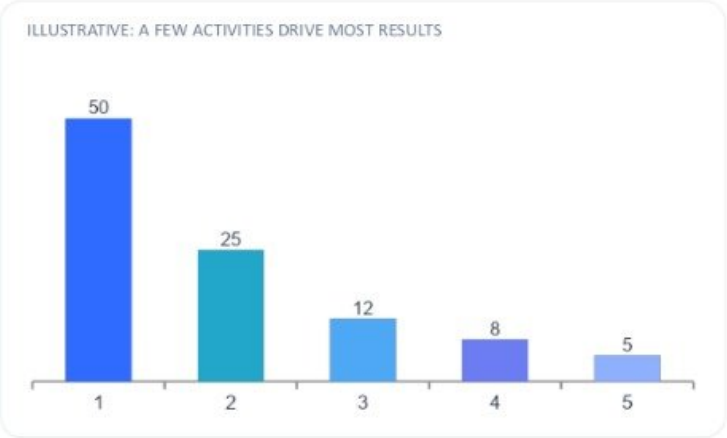


Identifying Repetitive and Low-Value Activities

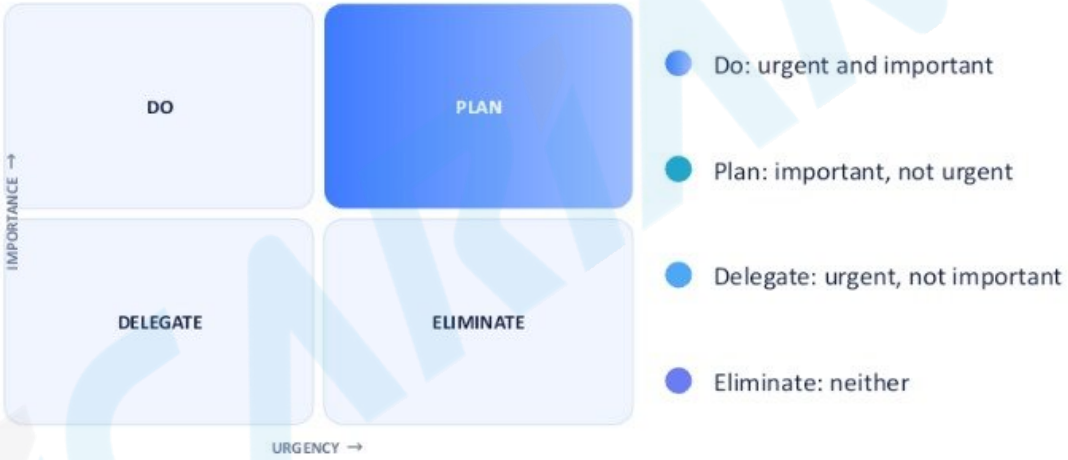
Activity	Frequency	Value	Action
Reformatting reports	Weekly	Low	Template
Status updates	Daily	Medium	Simplify
Chasing approvals	Weekly	Low	Delegate
Strategy review	Monthly	High	Protect

Illustrative examples: list your own.

The 80/20 Principle: Focus on What Matters



The Urgent-Important Matrix



Identifying Your Most Important Tasks

LIST Everything on your plate

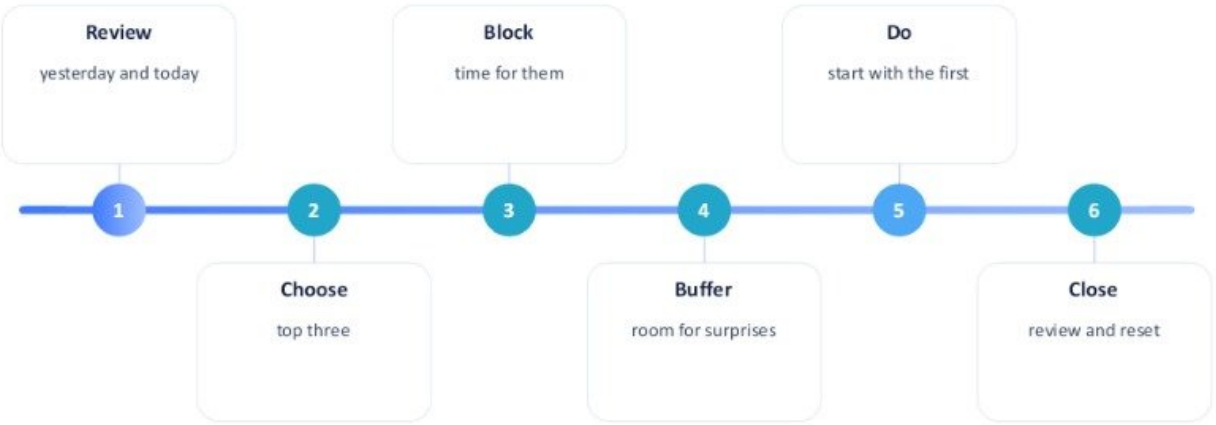
FILTER Link to goals

RANK By impact

SELECT Your top few

FROM A LONG LIST TO A FEW

The Daily Planning Framework



Building a Weekly Productivity Plan

Day	Focus theme	Key outcome	Buffer
Mon	Plan	Weekly priorities set	Yes
Tue	Deep work	Draft complete	Yes
Wed	Meetings	Decisions made	Yes
Thu	Deep work	Review done	Yes
Fri	Review	Wrap up and reflect	Yes

Themes reduce switching.

Time Blocking and Focus Scheduling



06

SECTION 6 OF 8

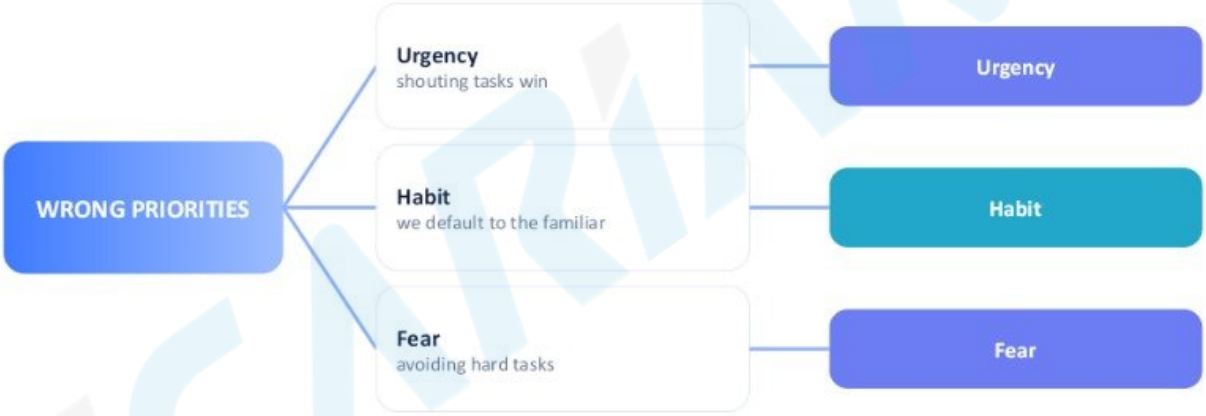
Productivity Barriers

Remove what is in the way.

SLIDES 52 TO 60



Why We Spend Time on the Wrong Things



Managing Unnecessary Meetings and Communication



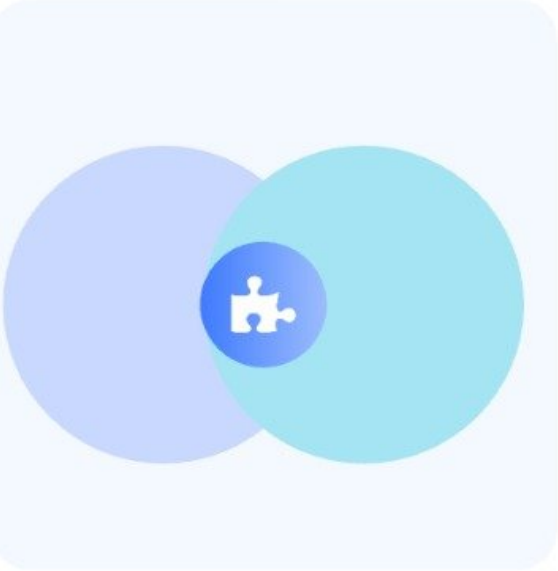
ILLUSTRATIVE AUDIT OF A MEETING WEEK

07

SECTION 7 OF 8

Busy to Productive Practice Lab

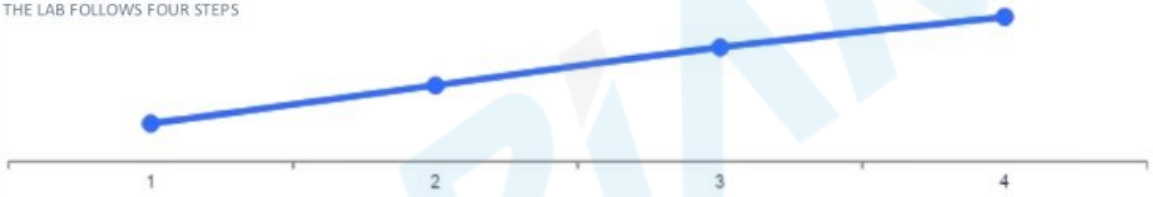
Audit. Prioritise. Redesign. Execute.



SLIDES 62 TO 70

Practice Lab: Audit, Prioritise, Redesign, Execute

THE LAB FOLLOWS FOUR STEPS



1 Audit
See your week

2 Prioritise
Pick what matters

3 Redesign
Plan the day

4 Execute
Do it

Case Study 1: The Busy Manager Who Achieves Little

THE SITUATION

- Calendar full from nine to six
- Evenings spent catching up
- Key projects keep slipping

CASE STUDY 1 · YOUR OBJECTIVE

Separate activity from accomplishment

Identifying Meaningful Productivity Indicators

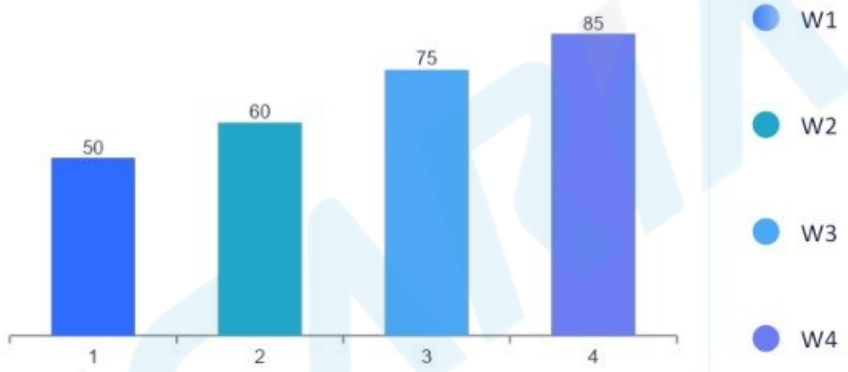
1. Priorities done
2. Quality
3. Timeliness
4. Focus time
5. Energy

ILLUSTRATIVE INDICATOR PROFILE, 1 TO 5



Tracking Priority Completion and Goal Progress

ILLUSTRATIVE WEEKLY COMPLETION



Quality, Timeliness and Consistency of Work

QUALITY
Done well first time

TIMELINESS
On time, not rushed

CONSISTENCY
Reliable week to week

Fast but wrong is not productive.

HR, L&D & TRAINING

Problem-Solving at Work

Facilitator Delivery Guide

Slide-by-slide guidance for all 78 slides

Corporate Training Library

ICARIMS

How to use this guide

This guide tells a facilitator what to say, what to ask, what to watch for and how long to spend on each of the 78 slides in **Problem-Solving at Work**. Each slide has a thumbnail, a purpose, a suggested script, three delivery steps, a worked example, a question, a pitfall, trainer's notes and, where useful, a facilitator tip. Timings, scripts, examples, trainer's notes and suggested answers are facilitator suggestions; chart values in the deck are illustrative.

Choose your session format

Format	Slide time	How to run it
Full workshop	3 h 23 min plus breaks	Fits the suggested 3 to 4 hour session on slide time alone, so add two short breaks (after Section 3 and Section 6) or use the express route.
Express	about 1 h 10 min	Core route marked "Express" on each slide. Run Case Study 1 only and shorten the activities.
Self-paced follow-up	Flexible	Share the deck and guide. Participants complete the 30-day plan (slide 78) and the skills assessment (slide 77).

Timing by section

Section	Slides	Full	Express
1 Understanding Workplace Problem-Solving	1–10	17 min	4 min
2 Defining Problems Clearly	11–19	14 min	4 min
3 Investigating and Finding Root Causes	20–29	13 min	3 min
4 Generating and Evaluating Solutions	30–39	13 min	4 min
5 Making Decisions and Taking Action	40–48	14 min	3 min
6 Implementing Solutions and Preventing Recurrence	49–57	13 min	3 min
7 Workplace Problem-Solving Practice Lab	58–68	95 min	41 min
8 Measuring Results and Building a Problem-Solving Culture	69–78	24 min	8 min
Total	**78**	**203 min**	**70 min**

Preparation checklist

SECTION 1 · SLIDES 1–10

Understanding Workplace Problem-Solving

Full 17 min
Express 4 min

What a problem is, symptoms vs causes, reactive vs proactive, cost of ignoring problems, traps, fixing vs solving and mindset.



FULL 2 min
EXPRESS 1 min

01 Cover: Problem-Solving at Work

Set audience, promise and tone.

SAY

"Today is about stopping the cycle of treating symptoms and learning to solve the problems that matter."

DELIVER

- Welcome managers, team leaders, supervisors and project teams.
- State the promise: define, investigate, decide and implement.
- Say we will use real workplace problems throughout.

ASK

"What problem keeps coming back in your team?"

EXAMPLE

A recurring customer complaint that is apologised for and never fixed.

WATCH FOR

Naming individuals or blaming departments.

TRAINER'S NOTES

Set the tone: practical, evidence-based and blame-free.

FACILITATOR TIP

Open with a shared, light example of a recurring problem.

SECTION 4 · SLIDES 30–39

Generating and Evaluating Solutions

Divergent and convergent thinking, brainstorming, SCAMPER, impact-effort, feasibility, short vs long term and evaluation matrix.

Full 13 min
Express 4 min



FULL 1 min
EXPRESS 1 min

30 Section 4: Generating and Evaluating Solutions

Open Section 4 with its message.

SAY

"Many options first, then the best one."

DELIVER

- Read the section message aloud.
- Name the slides it covers (31 to 39).
- Link it to a training request participants have received.

ASK

"Where have you seen this in your own organisation?"

EXAMPLE

A funnel: wide at the top, narrow at the bottom.

WATCH FOR

Skipping the cover. It resets attention.

TRAINER'S NOTES

Use the funnel analogy once.

FACILITATOR TIP

Pause on the message before moving on.

HR, L&D & TRAINING

Time Management

vs Priority Management

Facilitator Delivery Guide

Slide-by-slide guidance for all 76 slides

Corporate Training Library

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SECTION 1 · SLIDES 1–9

Rethinking Time and Priorities

The productivity problem, time vs priority management, urgent vs important, the productivity equation and a reality check.

Full 15 min
Express 6 min



FULL 2 min
EXPRESS 1 min

01 Cover: Time Management vs Priority Management

Set audience, promise and tone.

SAY

"Today is not about squeezing more into your day. It is about deciding what deserves your time, attention and energy."

DELIVER

- Welcome managers, leaders, HR and business owners.
- State the promise: practical choices and a working system.
- Say we separate activity, output and meaningful results.

ASK

"When did you last finish a full day and feel the important work had not moved?"

EXAMPLE

A manager with a full calendar and an untouched strategy document.

WATCH FOR

Promising a magic system.

TRAINER'S NOTES

Set the tone: practical, honest and non-judgemental about busyness.

FACILITATOR TIP

Start with a relatable busy day.

SECTION 4 · SLIDES 28–36

Planning and Managing Your Workday

Outcomes, daily ritual, time blocking, batching, 1-3-5, buffers, deep and admin work and an ideal workday.

Full 17 min
Express 5 min



FULL 1 min
EXPRESS 1 min

28 Section 4: Planning and Managing Your Workday

Open Section 4 with its message.

SAY

"A good day is designed, not discovered."

DELIVER

- Read the section message aloud.
- Name the slides it covers (29 to 36).
- Link it to a training request participants have received.

ASK

"Where have you seen this in your own organisation?"

EXAMPLE

A conductor sets the tempo.

WATCH FOR

Skipping the cover. It resets attention.

TRAINER'S NOTES

Use the conductor analogy once.

FACILITATOR TIP

Pause on the message before moving on.