

Personal Effectiveness ©

Tools to protect attention, prioritize high-value work and manage energy and workload more sustainably.



Have you ever had weeks where everything felt important, urgent or somehow “just a quick thing”? And then focus gets fragmented, deadlines become tighter, follow-up starts slipping and the only way to keep up is to work longer hours.

Personal Effectiveness©© helps participants move beyond classic time management and work with the real challenges of modern workload: too many parallel topics, frequent context switching, high standards, unclear priorities and pressure to stay responsive. The course gives them practical tools to decide what deserves focus, plan execution more realistically, calibrate quality standards and set clearer boundaries without losing ownership or professionalism.

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• Who is it for?

- Managers and team leaders
- Specialists and individual contributors
- Professionals managing multiple priorities, projects or stakeholders
- Teams working in fast-paced, high-pressure environments
- Anyone who needs to stay focused, reliable and effective without turning every request into an emergency

• What will you learn?

How to...

- prioritize work based on value, urgency, effort and risk
- protect focus for high-value activities and reduce unnecessary urgency
- plan important deliverables around deadlines, milestones and dependencies
- balance speed, quality and “good enough” standards
- manage energy sustainably

• What to expect?

- A practical framework for managing attention, priorities and workload
- Concrete tools for prioritization, planning, follow-up and focus
- Applied exercises based on participants' current projects and workload patterns
- Practical techniques for reducing firefighting, rework and last-minute pressure
- Short practice moments for saying no, clarifying urgency and renegotiating priorities

• How is it delivered?

FORMAT

In-class or online

DURATION

1.5 days / 9 hours

COHORT

Groups of up to 12 participants