

# Pressure-Proof Productivity: Workload Management, Effective Results

## Core skills developed

 Decision making & judgement

 Productivity & personal effectiveness

 Leading self & others

 Digital literacy & tool confidence

 Effective communication

 Adaptability & learning agility

 Relationship & stakeholder management

 Emotional intelligence (EQ)

 Analytical thinking & problem solving

## Benefits

### Manage your workload and reclaim your day

When every task feels like a priority, staying productive is difficult. This course is for any professional managing a full workload and competing requests. Participants learn how to protect their focus, handle interruptions, and manage the mental pressure of a demanding schedule.

They discover how to build daily habits that support their work goals and maintain composure during busy periods. The result is a more manageable workday with clearer priorities and less time lost to last-minute pressure or stress-induced errors.

 Participants will maintain a more balanced workday and higher levels of personal stamina, allowing them to thrive during demanding periods and sustain their wellbeing through professional challenges.

 Stakeholders will collaborate with consistent and predictable partners who work with poise and foster a stable environment for successful collaboration and clear communication.

 Your organisation will foster a culture of professional resilience and psychological safety, leading to high levels of team engagement and more reliable performance through periods of growth.

# Modules

## Aligning daily efforts with high-value results

1

- Clarifying what matters most across daily tasks and long-term deliverables
- Making clear priorities and choices when demands compete and time is limited

**Competency:** *Prioritise tasks effectively to meet urgent deadlines while protecting time for longer-term goals and high-value work.*

## Building more productive work habits

2

- Identifying personal work patterns and habits that reduce focus or efficiency
- Adjusting how and when work is done to improve daily concentration

**Competency:** *Adapt working habits to improve focus, reduce wasted effort and increase productivity*

## Protecting time and relationships

3

- Handling interruptions, requests, and meetings with professional poise
- Setting clear boundaries and navigating different expectations around time

**Competency:** *Negotiate competing requests professionally to maintain focus on key tasks without damaging stakeholder trust*

## Maintaining performance under pressure

4

- Recognising signs of overload and applying quick reset techniques
- Staying focused and making logical choices when workloads are high

**Competency:** *Use practical recovery tactics to stay calm and make sound decisions during periods of intense work volume*

# Outcomes



Set priorities effectively to manage competing demands, meet deadlines and ensure high-value work is completed



Minimise time lost to distractions, set boundaries and work more productively, improving focus and efficiency



Maintain performance under pressure by managing workload, decisions and stress effectively