

Strategic Productivity Briefing

When people talk about "**Time Management**", there is a basic misunderstanding. The truth is simple: we **cannot** control time itself—we **cannot** make it go faster or slower. What we **can** control is deciding what gets done, in what order, and what can wait.

In reality, productivity is all about "**Prioritising**".



Alongside our training and presentations—which help boost staff productivity—Gladiator Training provides these essential keys to workplace efficiency:

Start Here

- **Avoid overwhelm:** **Stop** negative self-talk and **start** planning instead.
- **Be realistic:** **Accept** that while you may have a lot to do, you probably will not finish everything today.
- **Write a list:** Putting tasks on **paper**¹ makes it easier to commit to them and ensure they get done. ¹ *preferably using the format provided*
- **Remove distractions:** If you need to check social media or news, save it for your breaks.
- **Select your top priorities:** **Pick 3 to 5 vital tasks** that must be finished today, no matter what. There will be others, but *these* are your priorities.
- **Create Urgency:** Once you **decide** that a task must be done, give it your serious attention; prioritize it, give yourself a deadline, focus!

Block Your Time:

- **Schedule appointments immediately:** Add appointments to your **calendar** right away and **set reminders**.
- **Set aside time for calls:** Block dedicated slots in your day to make phone calls.
- **Break up long tasks:** Divide large projects into smaller **chunks** to maintain your concentration. If needs be, switch tasks in between; this recharges your focus.
- **Use the Pomodoro technique:** Work in **focused 40-minute** intervals followed by short breaks. Five to ten minutes can regenerate energy.

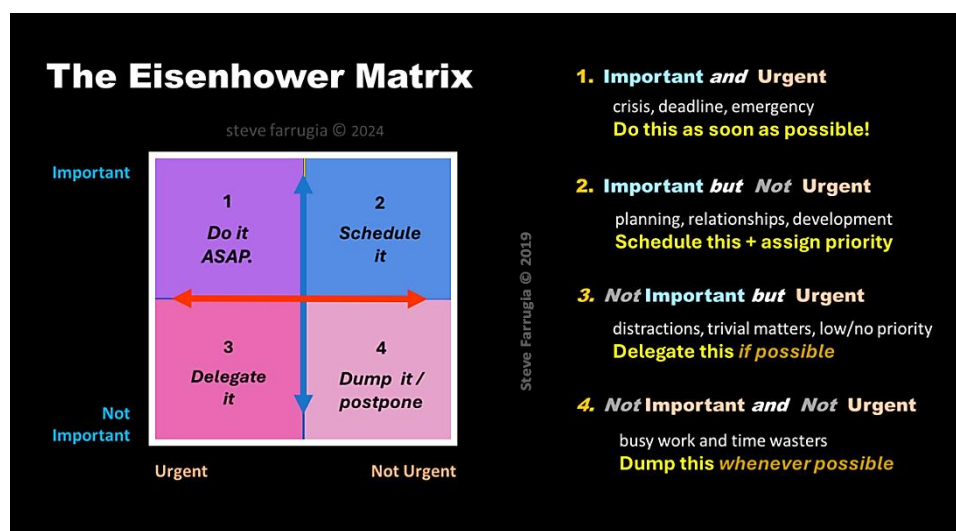
Manage Your Energy Levels

- **Match tasks to energy:** Know your **personal energy levels**. Then allocate your most critical work when your energy is at its highest.
- **Save routine tasks for low energy:** Handle simple, administrative work when you feel tired.
- **Schedule regular breaks:** Take short breaks to recharge your mind—a little physical movement works wonders too.
- **Control interruptions:** There are different ways to say, “No.” It’s a huge time saver. **Resist** the urge¹ to answer **every** email, call, or request **immediately**. Plan your work and work your plan².

¹ Refer to the ‘Eisenhower Matrix’. ² “Create a plan, create a system and then DO IT.” —Napoleon Hill

Use the Eisenhower Matrix

- **Identify important tasks:** Focus on activities that directly align with your **long-term goals**.
- **Identify urgent tasks:** If a task is **urgent** but **not** important, see if you can delegate it to someone else. If **neither** urgent, **nor** important, it’s often only eating your time / energy.



Take Charge of Your Day

- **Build momentum early:** Where possible, start your morning with a **quick, easy task** to boost your motivation. Small wins can build energy.
- **Tackle difficult tasks next:** The best time to handle a **tough job** is right after a small "win," while you feel energised.
- **Create a sense of urgency:** Remain **focused** on your goals and do not let other people **distract** you.
- **Focus on the "Why":** Use our planning forms to keep your goals clear and remind yourself **why** each task matters.
- **Plan ahead:** Plan your schedule at the end of the **previous** working day.

Next Steps for Peak Efficiency

These core habits will help you regain control of your day. However, to truly master your workload, you should also apply three proven mind skills and productivity models:

1. **The Eisenhower Matrix** (for clear prioritisation)
2. **Pareto's Principle / The 80/20 Rule** (for maximum impact with less effort)
3. **Parkinson's Law** (for setting effective time limits—"Work expands to fill the time available.")

Remember: **it is much easier to stay ahead than to constantly catch up.**

There is simply no substitute for good organisation. Refer to *Rule 1: The 'BASIC Rule'* below to maintain your workplace efficiency!



Read the **3Rules** article.



“Failing to plan .. is like planning to fail.”

My Goals:

My Top Priorities Today:

Action Tasks

#	P	Project/Person	Task to-do	Remark
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.....

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Contact	reason for the call	phone / email / other
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Today's Reminders

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MY GOAL is to:

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☒ Is it **specific** enough ☐, **within my reach** ☐ and **quantifiable** ☐? Am I being **realistic** ☐?

I am doing this *because*

.....

.....

.....

My “WHY” is my **motive** for wanting / needing to do this badly enough.

steps:

my target date:

slice it

●		by:
●		by:
●		by:
●		by:
●		by:

What could possibly get in my way?

How I'll deal with it:

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.....

.....

.....

obstacles

Resources I might require:

.....

.....

.....

own/help



The Daily Plan explained

Handwritten plans/goals work better than digitised applications – higher commitment.

My Goals:

Reminding yourself of what your Goals are helps you decide which of your Action Tasks get priority. Only the actions that get you closer to achieving your goals are productive actions. The rest may be necessary but generally they're someone else's priorities. Not yours.

My Top Priorities Today:

Decide which are your 'absolute must-do tasks and objectives.' Remain focused.

Action Tasks list:

While you may have many tasks listed, with this form doubling as a 'reminder,' you must remember to focus first on your true priorities. Don't get overwhelmed by a long list.

If needs be, use separate lists for the 'bulk' and the day's Priorities.

#P stands for "Order of Priority"

Insert "1" for your highest priority Action Task, "2" for the next, continuing downwards, irrespective of where on the list they appear; limit to 3 to 5 essentials. Anything else accomplished is a bonus. You will obviously get more done!

Project/Person:

This includes tasks you intend to delegate, meetings and projects you are working on.

For meetings, remember to set a start/finish time in the 'remarks' slot.

Contact:

This is for contact details and 'message-objectives'.

Include the actual Task in the main list, adding a "time" if needs be.

