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COURSE BROCHURE

# Self-Management at Work Training Course for Employees and Team Members

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# Self-Management at Work Training Course for Employees and Team Members

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Self-Management at Work is a 1-week training course for employees and team members who want firmer control over their own workload, energy and output, ending with a personal work management system ready for daily use. Constant messaging, shared digital workspaces and leaner teams mean organisations depend on staff who can organise themselves, protect their focus and deliver what they promise without reminders. The course is delivered by Jupiter Prime Training.

## Why Self-Management at Work Matters Now

Two forces press on the individual employee. Collaboration platforms and email produce a steady stream of interruptions, so attention is fragmented long before the real tasks begin. Leaner teams also mean colleagues depend directly on each person's output, and one missed handover delays everyone downstream. Organisations whose staff manage themselves well see fewer dropped tasks, steadier wellbeing and less escalation to supervisors; poor self-management shows up as overtime, rework and burnout. The course draws on the Eisenhower Matrix for urgency and importance, the Yerkes-Dodson curve linking pressure and performance, and the habit loop of cue, routine and reward.

## Who Gains Most from Self-Management at Work

- Team members who juggle requests from several colleagues each day
- Administrative and coordination staff who own inboxes, schedules and trackers
- Technical staff whose deep tasks are broken up by interruptions
- Employees returning from leave or moving into a busier role
- Staff in shift or hybrid patterns who plan their own week

Teams gain most when several colleagues attend together and agree shared norms for requests, response times and focus blocks.

## Self-Management at Work Capabilities

Participants turn scattered to-do lists, inbox habits and energy dips into a single organised routine they can sustain on a busy working week.

- Build a single capture list and weekly planning ritual — ending lost requests
- Apply the Eisenhower Matrix to incoming demands — agreeing realistic commitments with colleagues
- Design focus blocks and interruption rules — protecting time for deep tasks
- Assess personal stress signals and energy patterns — matching task types to the day
- Communicate progress, delays and capacity early — keeping colleagues and supervisors informed
- Test new habits with cue, routine and reward — sustaining change after the course

## Key Self-Management at Work Terms

- Capture list — one trusted place where every task, request and idea is recorded as it arrives.
- Eisenhower Matrix — a grid sorting tasks by urgency and importance to decide what to do, schedule, delegate or drop.
- Time blocking — reserving fixed periods in the calendar for specific tasks rather than reacting to the day.
- Context switching — moving attention between tasks, which costs time and raises error rates.
- Habit loop — the sequence of cue, routine and reward that makes a behaviour automatic.
- Personal accountability — owning commitments, reporting progress honestly and closing tasks without being chased.

## Self-Management at Work Day by Day

### Day 1: The Self-Managed Employee

- Workload Audit and Time Log — Seeing Where the Week Actually Goes
- Interruption and Context Switching Costs — Measuring Lost Attention
- Role Expectations Conversation — Clarifying What Good Output Looks Like
- Personal Organisation Styles — Choosing Paper, Digital or Hybrid Systems
- Hospital Ward and Logistics Office Examples — Comparing Self-Managed Routines

### Day 2: Personal Organisation and Workload Planning

- Single Capture List — Recording Every Commitment in One Place
- Weekly Planning Ritual — Setting Three Outcomes for the Week
- Eisenhower Matrix — Sorting Urgent, Important and Optional Requests
- Saying No and Renegotiating Deadlines — Protecting Realistic Commitments
- Digital Folder and Inbox Rules — Reducing Search and Clutter

### Day 3: Focus, Energy and Stress

- Time Blocking and Focus Sessions — Guarding Deep Task Periods
- Energy Mapping Across the Day — Placing Demanding Tasks at Peak Hours
- Yerkes-Dodson Pressure Curve — Spotting Healthy and Harmful Stress
- Micro-Recovery Breaks and Boundaries — Preventing End-of-Day Exhaustion
- Notification and Messaging Settings — Cutting Avoidable Interruptions

### Day 4: Habits and Accountability for Output

- Habit Loop Design — Linking Cue, Routine and Reward
- Habit Stacking and Tracking Sheets — Making New Routines Stick
- Progress Updates and Early Warnings — Informing Colleagues Before Deadlines Slip
- Handover Checklists — Closing Tasks Cleanly for Others
- Personal Output Scorecard — Reviewing Commitments Kept Each Week

## Day 5: Practising the Personal Work Management System

- Week Planning Simulation — Applying Day 2 Capture and Matrix Methods
- Focus Day Design — Applying Day 3 Blocking and Energy Mapping
- Habit Contract Exercise — Applying Day 4 Habit Loop and Tracking
- Team Request Norms Draft — Agreeing Response Times and Channels
- Personal Work Management System — Completing Lists, Calendar, Habits and Scorecard

## Applying Self-Management at Work After the Course

- Run the weekly planning ritual every Friday for a month and note which outcomes slipped and why.
- Propose two focus blocks per week to the team and review interruption levels after four weeks.

## Self-Management at Work Questions FAQ

### What is self-management at work and why does it matter now?

It is the habit of organising your own tasks, attention, energy and commitments without depending on reminders. Constant digital interruptions and leaner teams make it central to reliable output and wellbeing.

### Which roles gain most from self-management at work?

Team members with many requests, coordination staff, technical specialists facing frequent interruptions and employees in hybrid or shift patterns gain most.

### How does self-management at work differ from a time and stress management course for managers?

This course focuses on employees organising their own workload and output. A manager course adds delegation, team prioritisation and leading others under pressure.

### What do you bring back from self-management at work training?

You bring back a personal work management system with a capture list, weekly plan, focus calendar, habit tracker and output scorecard.

## Self-Management at Work: The Way Forward

The personal work management system first informs which three outcomes a participant commits to in the coming week and which requests to renegotiate. The participant uses it daily and shares the weekly plan with a supervisor or teammates. After a month, revisit the energy map, since workload peaks often move once focus blocks are respected.