



PROGRAMME OUTLINE for Time Management Mastery : Boost Productivity with the FOCUS Method

9.00 am – 10.00am

Module 1: Foundations of Modern Time Management

- **Technology: Tool or Distraction?** – Navigating the digital landscape.
- **The 7 Common Time Traps** – Recognizing what steals your productivity.
- **The Cost of Inefficiency** – Understanding the impact of poor time management.
- **The FOCUS Method** – An introduction to our signature framework.

10.00am - 10.15am

Morning Break

10.15am - 11.30 am

Module 2: Mastering Priorities

- **Values-Driven Productivity** – Aligning your tasks with your core goals.
- **The Ranking System** – Learning to list and rank what matters most.
- **SMART Priorities** – Creating a roadmap for success.
- **Forward Planning** – Developing time-based priority lists.

11.30 am - 12.30pm

Module 3: Strategic Task Organization

- **Actionable Workflow** – Turning abstract priorities into concrete tasks.
- **The KISS Method** – Keep It Simple: Breaking down overwhelming projects.
- **3 Steps to Organization** – A foolproof system for daily task management.

12.30pm - 1.30pm

Lunch break

1.30pm - 2.30pm

Module 4: Concentration & High-Value Activities (HVA)

- **Identifying HVAs** – How to spot the tasks that drive 80% of your results.
- **Setting Boundaries** – 3 methods to protect your time from interruptions.
- **Distraction Shielding** – 10 techniques to manage office and digital noise.

2.30pm - 3.30pm

Module 5: Advanced Productivity Techniques

- **The Pomodoro Technique** – Maintaining "Deep Work" through timed intervals.



<https://wanfahprosper.com/>

- **Time Blocking** – How to own your day by scheduling specific slots for tasks.
- **Time Batching** – Grouping similar activities to reduce mental switching costs.
- **Eisenhower Matrix** – Categorizing tasks by urgency and importance.

3.30pm - 3.45pm

Afternoon Break

3.45pm - 4.15pm

Module 6: The Power of Strategic Recovery

- **Burnout Red Flags** – 5 signs that you are overdue for a break.
- **The ROI of Rest** – 5 science-backed benefits of regular breaks.
- **Effective Break Tips** – How to recharge properly in 5 minutes or less.

4.15pm - 5.00pm

Module 7: Case Study

- **Scenario Case Study** - how to apply FOCUS method in time management.