Soft skills

Managing Your Time and Energy

One day to take back control of your calendar and last the distance through a heavy week. You analyse your real schedule, spot what fragments it (interruptions, meetings, messaging), organise your work blocks around your energy level and put a few lasting routines in place. The work draws on a log of your own week, prepared before the session from a template we provide.

Duration : 1 day

Objectives

1. Analyse your real schedule and spot the activities that consume the most time
2. Reduce interruptions and scattering: messaging, phone, requests
3. Organise your week in blocks according to the nature of tasks and your energy level
4. Make your meetings shorter and more useful, whether you run them or attend them
5. Put in place preparation and recovery routines that last

Programme

Day 1 — morning

• Time log: what your real week shows

• What fragments time: interruptions, meetings, messaging, tasks left pending

• Time and energy: spotting your moments of concentration and fatigue

• Exercise: analysis of your log and your three main losses

Day 1 — afternoon (workshop)

• Building a typical week in blocks: concentration, exchanges, routine management, field

• Messaging and phone: personal rules and team rules

• Meetings: agenda, duration, participants, decisions recorded

• Breaks, recovery and the end of the working day

• Workshop: personal typical week and three commitments, then knowledge test

Teaching methods

• Five-day time log completed before the session

• Self-diagnosis of your energy rhythm over the day

• Case of a production manager split between the field, meetings and reporting

• Exchanges between participants on practices that work

• Personal commitments written at the end of the day

Assessment and documents

Knowledge test and the typical week built in the workshop. Follow-up evaluation at D+1, numbered training certificate verifiable online and training report for the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

The module "Prioritising: Urgent Versus Important" goes further into sorting tasks. When workload weighs on health, "Staying Calm Under Pressure: Emotions and Stress" and "Work-Life Balance" extend this work.

Practical information

Duration	1 day
Audience	Managers, executives, project managers, executive assistants
Prerequisites	No prerequisites; a time log to complete before the session
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

How does it differ from the "Prioritising: Urgent Versus Important" module?

"Prioritising: Urgent Versus Important", in a half day, teaches you to decide the order of tasks. This day is about how you work: organising the week, interruptions, meetings and managing your energy.

What do I need to prepare?

A simple log of your time over five working days, using a template sent before the session. It takes a few minutes a day and is the basis for all the exercises.

Is it a stress course?

No. Energy is approached from the angle of organisation: when to place demanding tasks, when to recover. Managing emotions and stress is the subject of "Staying Calm Under Pressure: Emotions and Stress".

Can a whole team be trained?

Yes, and it is useful: a team trained together can agree common rules on messaging, meetings and uninterrupted time slots, which nobody can set alone.