# Instructors Guide

On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.
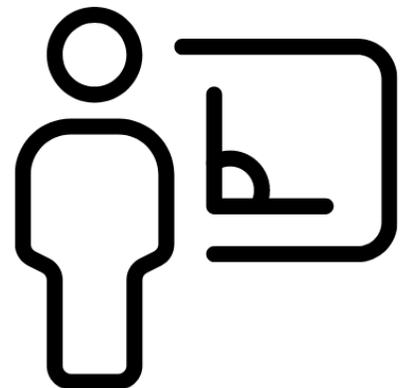
Module Two: Discovering Your Productivity Rhythm

Discovering your personal productivity rhythm has a powerful effect on how you can maximize your daily workload, and improve your overall time management. Your productivity rhythm will measure how, when and where you are most productive; you can use these cycles to your advantage for making the most of your time.

Determining your peaks in levels of energy and focus will allow you to make better choices throughout your busy work day, as well as keep you on track. In order to effectively find your productivity rhythm, it is first important to take the time to invest in yourself and your current habits.

Know Your Energy

Energy levels fluctuate throughout the span of a work day. It is highly beneficial to prioritize your tasks based on these energy levels. These patterns are connected to the ability to use brain power, and think clearly. The terms "morning people" and "night owls" are often used to describe one's most productive hours. Patterns of energy levels will differ for each individual based on various factors, including diet, sleep, or emotional stress. Once you determine your peak performance times, you can better schedule your daily tasks.

It is important to match the work that is of highest priority to your peak performance times, including those tasks that require critical thinking or problem solving. Likewise, you can assign your lesser complex tasks for the hours that you know you will be less engaged or focused. Knowing your energy will allow you to set the stage for how you perform your daily tasks, and seek better results.

Estimated Time	15 minutes
Topic Objective	To understand that humans have fluctuating energy levels throughout the span of a work day.

Topic Summary	Knowing your energy will allow you to set the stage for how you perform your daily tasks, and seek better results. Patterns of energy levels will differ for each individual based on various factors, including diet, sleep, or emotional stress.
Materials Required	Worksheet 1: Know Your Energy
Planning Checklist	One copy of Worksheet One per participant
Recommended Activity	Ask participants to review their current peak performance times, as well as tasks during these times.
Stories to Share	Humans run on a 24-hour internal clock cycle, called a "circadian day". Within this cycle are 90-minute blocks of heightened focus and productivity, called "ultradian cycles"!
Review Questions	Why is it important to recognize your levels of energy?

Work-Life Balance

The most productive individuals are those who are well-balanced. Work-life balance includes prioritizing the demands in one's personal life at home, as well as the demands in the workplace. This does not mean an equal balance of time between work and home, but rather prioritizing what is important during that time. Work time should be dedicated to tasks that are essential for your career, whereas home time should be dedicated to family time, or personal time.

Be respectful of your time. Poor work-life balance will often lead to working longer hours, increased responsibilities, and a greater chance of experiencing burnout.

Estimated Time	**10 minutes**
Topic Objective	To recognize the importance of having a good work-life balance.
Topic Summary	Work-life balance includes prioritizing the demands in one's personal life at home, as well as the demands in the workplace. This does not mean an equal balance of time between work and home, but rather prioritizing what is important during that time.

Recommended Activity	Ask participants to share how they transition from their work time to their home time.
Review Questions	What concerns come with poor work-life balance?

Taking Regular Breaks

Practicing good time management does not mean that you are endlessly working around the clock to meet a deadline. Those who are most efficient with their time will understand the importance of incorporating breaks into their schedules. Taking breaks will help you to increase your level of concentration, as well as avoid burnout. In fact, breaks will allow you to get more done throughout the day and remain in your productivity rhythm.

The most effective breaks are those that happen away from your workspace, such as taking a walk, meditating, or sitting in fresh air. Find something that works for you to ensure you get time to relax. The key is to detach from your desk and reset your mental energy. Skipping lunch breaks to complete extra work will only decrease your performance levels, and increase your chances of making mistakes. Taking the time to care for your mind and body will have positive effects on workplace achievements.

Estimated Time	10 minutes
Topic Objective	To understand that good time management includes taking breaks.
Topic Summary	Those who are most efficient with their time will understand the importance of incorporating breaks into their schedules. Taking breaks will help you to increase your level of concentration, as well as avoid burnout.
Materials Required	Flipchart and markers
Recommended Activity	Encourage participants to share suggestive tips of relaxing breaks.
Delivery Tips	Participants are encouraged to take notes on the suggestive tips.

The Multitasking Myth

A common misconception of effective time management is the skill of multitasking. Multitasking is the act of carrying out two or more tasks simultaneously. Despite how this may seem like a sufficient way to conquer that to-do list, it is actually harmful to your productivity rhythm and leads to a significant loss of valued time.

Multitasking and good time management oppose one another. Performing multiple activities at once will cause you to stress more, perform poorly and increase your chances of burnout. Our brains are not designed to handle multiple assignments at once, such as answering emails while conversing in an important business call. It is of major advantage to devote all of your energy into one task at a time. When you dedicate your time and focus on one task at a time, you will generate a better outcome for that task. Organize your time so that each task will receive your full energy, rather than sharing this energy on various projects.

Estimated Time	10 minutes
Topic Objective	To define multitasking and how it is harmful to your productivity rhythm.
Topic Summary	Multitasking is the act of carrying out two or more tasks simultaneously. Despite how this may seem like a sufficient way to conquer that to-do list, it is actually harmful to your productivity rhythm and leads to a significant loss of valued time.
Recommended Activity	Have participants reflect on past situations with multitasking in the workplace. • What was the outcome of the situation? • What could they have done to change this outcome?
Stories to Share	Recent studies have found that multitasking will reduce your productivity by 40%.
Review Questions	What is multitasking? How does multitasking affect productivity?

Time Batching

Time batching is a great productivity system to improve focus and build structure into your daily tasks. Different from multitasking, this approach involves grouping similar tasks together, and organizing dedicated time periods to complete these tasks without interruptions. Time batching will provide concentration without breaking your workflow, and will eliminate multitasking.

The practice of time batching is advantageous for everyone- whether you have difficulty focusing on a task, have many disturbances in your workplace, become easily distracted, or are just simply looking to have a productive day.

Time batching is a simple process to implement. To begin, start by establishing your to-do list. With this list, determine which tasks are related to one another and 'batch' them together on your schedule. Think about which tasks would be realistic to do right after another. It is important to remember that the time frames for these tasks should be realistic, and if necessary, longer projects can be divided into separate batching groups, to allow for renewal breaks or fresh air.

Estimated Time	10 minutes
Topic Objective	To identify the term 'time batching'.
Topic Summary	Time batching involves grouping similar tasks together, and organizing dedicated time periods to complete these tasks without interruptions.
Recommended Activity	Ask participants to consider their daily schedules. Which tasks are they most likely to batch together, or not? Explain these responses as a group.
Review Questions	What is time batching?

Practical Illustration

Molly was always working endlessly around the clock to meet deadlines. She would spend her lunch hours at her desk, using one hand to type on her computer and one hand to eat her food. In Molly's mind, she was optimizing her time by multitasking.

Molly's co-worker, Jill, had asked her to join for a walk at lunch. Molly declined the offer, as she was too overwhelmed with piles of work, and could not even think about going outside. She wondered how Jill always felt so energetic and had time to take breaks. Jill could see the stress on Molly's face and informed her that fresh air would be good for her. Jill explained that breaks away from her desk will help her reset her mental energy, and get back on track with her productivity rhythm.

Molly agreed to join Jill for some fresh air. When she arrived back at her desk after lunch, she could feel a big difference in her energy levels, and was ready to conquer the afternoon. Jill and Molly made a plan to continue this lunchtime routine.

Module Two: Review Questions

1.) What does your productivity rhythm measure?

   a) How you are most productive
   b) When you are most productive
   c) Where you are most productive
   d) All of the above

   Your productivity rhythm will measure how, when and where you are most productive.

2.) Energy levels fluctuate throughout the span of a workday.

   a) True
   b) False

   True- Energy levels do fluctuate throughout the span of a workday.

3.) Why is it important to determine your peak performance times?

   a) It is not important to determine peak performance times
   b) You can better schedule your tasks
   c) You will be able to determine which tasks you do not want to do
   d) None of the above

   It is important to determine your peak performance times so that you can better schedule your tasks.

4.) What does it mean to have a good work-life balance?

   a) Spending an equal balance of time between work and home
   b) Working longer hours to get more done
   c) Prioritizing the demands in the workplace over the demands of personal life at home
   d) Prioritizing the demands in one's personal life at home, as well as the demands in the workplace

   Having a good work-life balance includes prioritizing the demands in one's personal life at home, as well as the demands in the workplace.

5.) What is time batching?

    a) Grouping similar tasks together
    b) A term that is interchangeable with multitasking
    c) An approach that involves leaving things for the last minute
    d) Wasting time

Time batching involves grouping similar tasks together, and organizing dedicated time periods to complete these tasks without interruptions.

6.) Who will benefit from time batching?

    a) Individuals who have difficulty focusing on a task
    b) Individuals are simply looking to have a productive day
    c) Individuals who are easily distracted
    d) All of the above

The practice of time batching is advantageous for everyone.

7.) Practicing good time management means you are endlessly working around the clock.

    a) True
    b) False

Practicing good time management does not mean that you are endlessly working around the clock.

8.) How are the most effective breaks spent?

    a) Walking
    b) Meditating
    c) Sitting in fresh air
    d) All of the above

The most effective breaks are those that happen away from your workspace, such as taking a walk, meditating, or sitting in fresh air.

9.) What is multitasking?

    a) An effective strategy for good time management
    b) The act of carrying out two or more tasks simultaneously
    c) A sufficient way to conquer a to-do list
    d) A practice that is beneficial to your productivity rhythm

Multitasking is the act of carrying out two or more tasks simultaneously; however, it is a common misconception of effective time management.

10.) What is often the outcome of multitasking?

    a) Stress
   b) Poor performance
    c) Burnout
    d) All of the above

Multitasking can lead to stress, poor performance, and increase your chances of burnout.

PowerPoint Slides

Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide. PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.
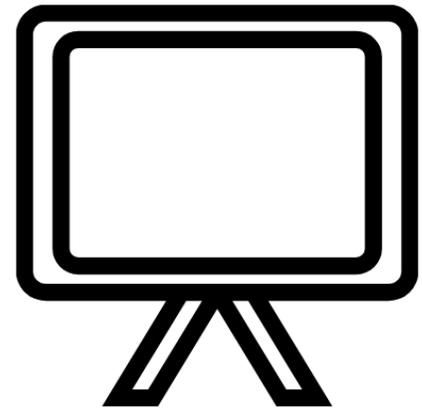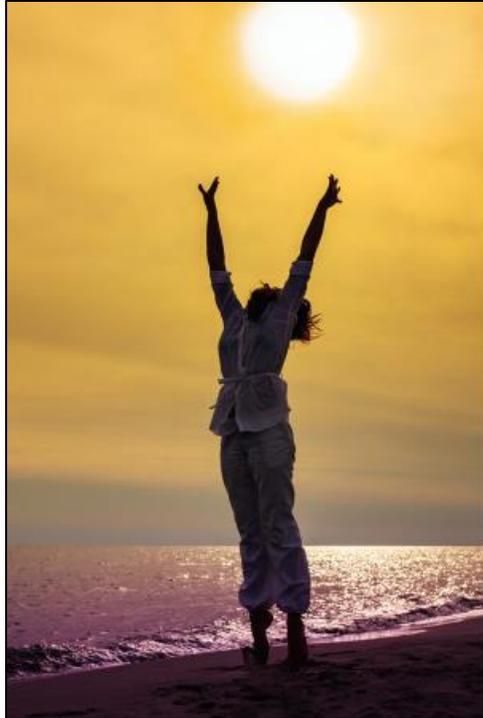
> Never leave till tomorrow that which you can do today.
>
> Benjamin Franklin

Discovering Your Productivity Rhythm

Discovering your personal productivity rhythm has a powerful effect on how you can maximize your daily workload, and improve your overall time management.
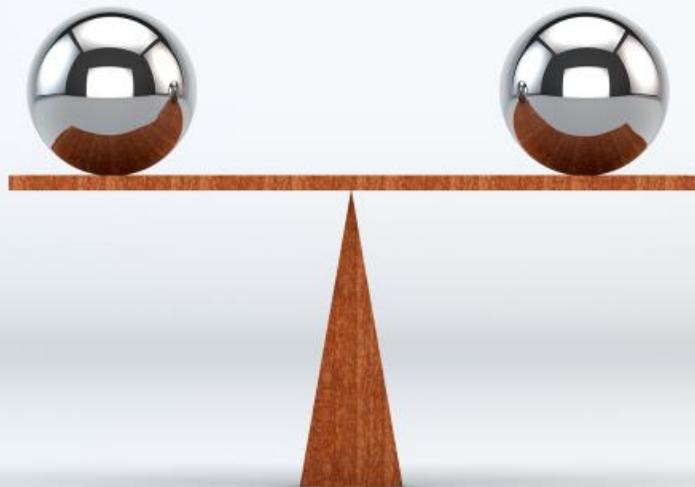
Know Your Energy

Energy levels fluctuate throughout the span of a work day.

It is highly beneficial to prioritize your tasks based on these energy levels.

Work-Life Balance

The most productive individuals are those who are well-balanced.

Taking Regular Breaks

Practicing good time management does not mean that you are endlessly working around the clock to meet a deadline.

The Multitasking Myth

Multitasking is the act of carrying out two or more tasks simultaneously.

Time Batching

Time batching is a great productivity system to improve focus and build structure into your daily tasks.

Practical Illustration

- Know Your Energy
- Work-Life Balance
- Taking Regular Breaks
- The Multitasking Myth
- Time Batching

Module Two: Review Questions

1. What does your productivity rhythm measure?

A. How you are most productive

B. When you are most productive

C. Where you are most productive

D. All of the above

Quick Reference Sheets

Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.

Time Management
Quick Reference Sheet

The Urgent/Important Matrix

The Urgent/Important Matrix

Urgent and Important
- Crisis
- Problems
- Deadlines

Important, But Not Urgent
- Opportunities
- Progress
- High value
- Long term

Not Urgent, but important
- Maintenance
- Routine Tasks

Not Urgent, But Not Important
- Trivial

The SMART Way

SMART is a convenient acronym for the set of criteria that a goal must have in order for it to be realized by the goal achiever.

➤ **SPECIFIC**: In order for you to achieve a goal, you must be very clear about what exactly you want.

➤ **MEASURABLE**: All goals need some form of objective measuring system so that you can stay on track and become motivated when you enjoy the sweet taste of quantifiable progress.

➤ **ACHIEVABLE**: Setting big goals is great, but setting unrealistic goals will just de-motivate you. A good goal is one that challenges, but is not so unrealistic that you have virtually no chance of accomplishing it.

➤ **RELEVANT**: Goals, in and of themselves, do not provide happiness. Goals that are in harmony with our life purpose have the power to make us happy.

➤ **TIMED**: Without setting deadlines for your goals, you have no real compelling reason or motivation to start working on them. By setting a deadline, your subconscious mind begins to work on that goal, night and day, to bring you closer to achievement.

The Glass Jar

The glass jar represents the time you have each day, and each item that goes into it represents an activity with a priority relative to its size.

ROCKS: Plan each day around your most important tasks that will propel you toward achieving your goals. These represent *important, but not urgent* tasks that move you toward your goals.

PEBBLES: Next, fill in the space between the rocks with pebbles. These represent tasks that are *urgent, and important*, but contribute less to important goals.

SAND: Now add sand to fill your jar. In other words, schedule *urgent, but not important* tasks, only after important tasks.

WATER: Finally, pour water into your jar. These trivial time-wasters are *neither important nor urgent* and take you away from working toward high return activities and your goals.

Using the PAT Approach

PURPOSE: What is the purpose of the meeting? We usually state this in one short sentence. Example: "This meeting is to review the new invoice signing policy." This helps people evaluate if they need to be there. It will also help you build the agenda and determine if the meeting was successful.

AGENDA: This is the backbone of the meeting. It should be created well in advance of the meeting, sent to all participants and observers, and be used during the meeting to keep things on track.

TIME FRAME: How long will the meeting be? Typically, meetings should not exceed one hour. (In fact, we recommend a fifty-minute meeting, starting at five past the hour and ending five minutes before the hour.) If the meeting needs to be longer, make sure you include breaks, or divide it into two or more sessions.

Eat That Frog!

"If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long!"
Your frog is the task that will have the greatest impact on achieving your goals, and the task that you are most likely to procrastinate starting.

"If you have to eat two frogs, eat the ugliest one first!"
This is another way of saying that if you have two important tasks before you, start with the biggest, hardest, and most important task first.

"If you have to eat a live frog, it does not pay to sit and look at it for a very long time!"
The key to reaching high levels of performance and productivity is for you to develop the lifelong habit of tackling your major task first thing each morning.
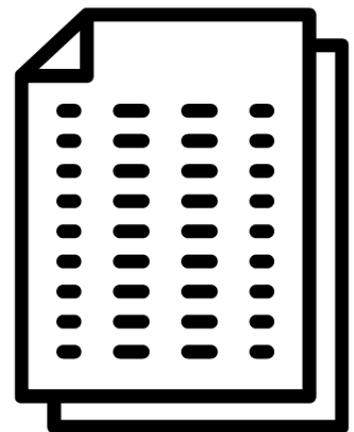
Handouts

Each course is provided with a wide range of worksheets. Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.

Sample Worksheet 1

Know Your Energy

Answer the following questions to determine your productivity rhythm.

1) What is my peak performance time during the day?

2) What activities do I perform during my peak performance times?

3) What is my lowest performance time during the day?

4) What activities do I perform during my lowest performance times?

5) What would I like to change?

Icebreaker: A New Leader

PURPOSE

To help participants get acquainted and start talking to each other.

MATERIALS REQUIRED

1. Index cards

PREPARATION

Write the name of a different famous person on five or six index cards. Some examples: Madonna, Tiger Woods, Lance Armstrong, Nelson Mandela, Bill Gates, Angelina Jolie.

Divide participants into groups of four to six. Give each group one of the cards.

ACTIVITY

Tell participants that the president of their company (or the head of their department) has resigned and the position is now being taken over by the person on their index card. Ask each group to think of one characteristic of this person that will help him or her do well in this new role.

After a few minutes, ask the groups to report on what they decided.

Certificate of Completion

Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.
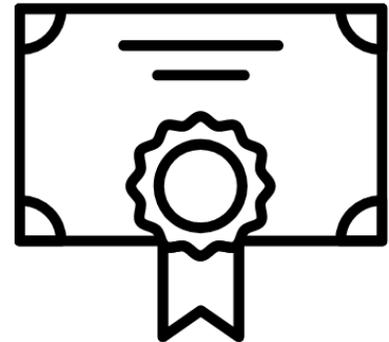
CERTIFICATE OF COMPLETION

[Name]

Has mastered the course
Time Management

Awarded this _____ day of _____ e _____, 20 _____

_____

Presenter Name and Title