Prioritising Time and Energy Roadmap

PRIORITISE WITH PURPOSE. PERFORM WITH BALANCE

What Takes Your Time

Explore where your time really goes. Spot both the visible “red-line” emergencies and the hidden time leaks that quietly drain focus and energy.

Prioritising What Matters Most

Use the Eisenhower Matrix, ABCD Method, Ivy Lee Rule, Warren Buffet’s Focus List and more...
Revisit your values and vision–mission–purpose to check whether your use of time aligns with what truly matters.

Managing Energy, Not Just Time

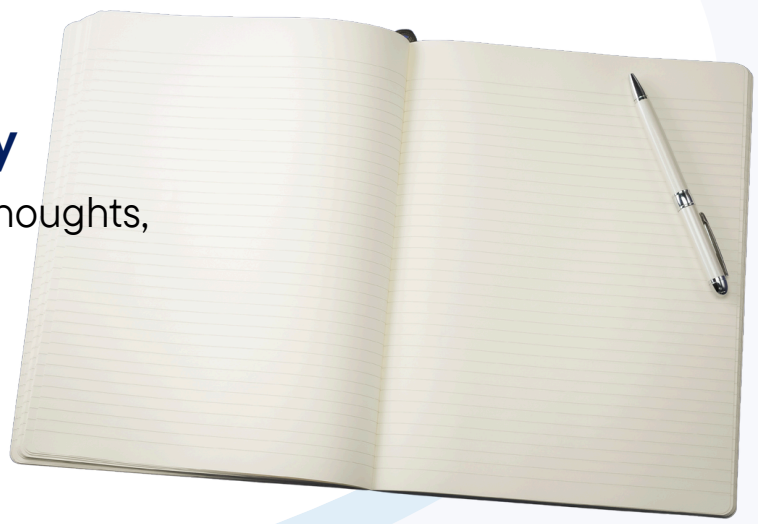
Shift from counting hours. Map energy flow and productive output. Recognise your chronotype. See how meeting your needs keeps you well and plan deep work for when you’re at your best.

Time Management Techniques

Move from awareness to action.
Learn successful and sustainable time habits — planning, batching, blocking, closing the loop — so your structure supports your priorities.

Plot your map. Record your journey

As you work through this module record your thoughts, insights and plans for the future.



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Prioritising Time and Energy

Your roadmap to managing time, energy and focus
so you can lead with clarity, purpose and balance.

Introduction: Why This Matters

As a professional, a researcher or academic leader,
your most valuable resources are your time, attention and energy.
Yet the more responsibilities you take on,
the more these can feel outside your control.

This module helps you reclaim your sense of purpose, not by doing more,
but by doing what matters most, with focus and intention.

> *When everything is a priority, nothing is a priority.*
> *Leadership begins with the choices we make to lead ourselves.*

Leadership begins with self-leadership: recognising what your real priorities are, where your time goes and how to make deliberate choices about both.

Each lesson builds awareness, adds practical tools and helps you design systems that truly support your goals.

If you've already worked through the Self-Discovery module, you'll know how much your values, strengths and sense of purpose shape your decisions. Keep that insight close as you work here — your time and priorities should always reflect what matters most to you.

If you haven't yet explored those topics, you might find it helpful to return later to the lessons on Values, Vision–Mission–Purpose or the Life Map to deepen your understanding of what drives your choices.



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How to Use This Module

You can move through the lessons in sequence or dip into the ones most relevant to you.

Each lesson includes insights to explain the science and psychology behind how we manage time and energy.

You are invited to apply the ideas to your own work and to use reflective writing activities to connect your learning with your own leadership story.

Lesson Flow

Lesson 1: What Takes Your Time
Begin by exploring where your time really goes. Spot both the visible “red-line” emergencies and the hidden time leaks that quietly drain focus and energy.

Lesson 2: Choosing What Matters Most
Learn practical ways to prioritise using tools like the Eisenhower Matrix, ABCD Method, Ivy Lee Rule and Warren Buffet’s Focus List. Revisit your values and vision–mission–purpose to align your use of time with what matters most.

Lesson 3: Managing Energy, Not Just Time
Shift from counting hours to managing output. Map your energy highs & lows, recognise your chronotype, consciously work to meet your fundamental needs and plan deep work for when you’re at your best.

Lesson 4: Time Management Techniques That Really Work
Move from awareness to action. Learn sustainable time habits — planning, batching, blocking and closing the loop each day — so your structure supports your priorities.

Your Outcome

By the end of this module, you’ll have a clear, personal system for managing time and energy — realistic, flexible, and aligned with your values and vision.

You’ll be able to:

- Protect time for deep, meaningful work.
- Prioritise confidently and intentionally.
- Match your schedule to your natural energy rhythms.
- Lead yourself — and others — with clarity, calm and focus.

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