MODULE OVERVIEW

What deserves your energy at work, and what can wait

Adaptive module | ~20 min

This module offers no method for fitting more tasks into the day: it helps each person identify what deserves their energy. It distinguishes what's important from what's imperative, restores time free from constant demands—the kind that led to the Post-it at 3M—and sets out the four questions AI makes strategic, from what stays human to what we choose to explore. Managers have a responsibility: protecting their team's breathing room.

LEARNING OBJECTIVES

01 Distinguish what's important from what's imperative to lighten your to-do list, by checking what really happens if you wait.

02 Protect time free from constant demands every week, for yourself and, as a manager, for your team.

03 Be fully present through attention habits: back to the five senses, single-tasking, and micro-breaks before demanding moments.

04 Refocus your energy on what matters most in your work, using the four questions raised by the arrival of AI.

WHO IT'S FOR

Anyone who wants to put their energy into what really matters, and managers who protect their team's time.

- **Prerequisite:** none

HOW THE MODULE WORKS

Self-paced, with practice tailored to each learner.

1. **Self-assessment**: on 9 dimensions, to gauge current habits and guide the practice.
2. **Expert video**: 10 minutes, with 3 pauses for reflection.
3. **Practice scenarios**: the first 2 chosen from the self-assessment, then 16 optional ones. Every answer gets feedback: what it leads to, and one way to improve.
4. **Dated commitment**: one action to try, written by the learner or picked from the suggestions.
5. **Memo to download**: key takeaways, questions, commitment, personal notes and checklists.

ASSESSMENT AND COMPLETION

Pass mark: 80%

The score takes into account your answers to the practice scenarios, your commitment and, where relevant, any additional learning activities. Passing requires a commitment and a score of at least 80%.

METHODS & MODELS

- 3M – "15% time" program, origin of the Post-it
- Distinguishing important from imperative – Afthonios method
- Attention hygiene / single-tasking – Afthonios method, based on documented mindfulness practices

SOURCES & REFERENCES

- 3M – historic "15% time" program, which led to the Post-it (Spencer Silver's adhesive, Art Fry's idea)
- SAP – "Search Inside Yourself" program (originally developed at Google), rolled out to thousands of employees
- Atlassian – ShipIt Days: 24 hours, several times a year, for a project of your choice with no requirement to deliver results
- Bronnie Ware (palliative care nurse) – "The Top Five Regrets of the Dying"

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