

Title	Smarter Working	
Intro	Why is this skill element important?	Understanding the difference between working smarter – more efficiently, more effectively and more productively – rather than simply working harder will help us better manage our workload. Developing routines that create time for forward planning, will help to minimise errors, stop procrastination and provide a focus for our most important tasks
	Learning outcomes	<ul style="list-style-type: none"> • Introduction to a number of smarter working principles • Development of principles for use in ‘my world’
	Content agenda	<ol style="list-style-type: none"> 1. Managing Energy – matching our peak productivity times with our critical tasks 2. The 5P approach to Smarter Working 3. Matching the 5Ps to my working day to create better, more productive, routines
Body	Understanding the challenge/issue	In an increasingly busy world, we can often struggle to get everything done during the working day. Working harder or longer is not sustainable over the long term for us or our team members; we thus need to manage our time better. Doing so will allow us to become more focused, more efficient and more productive, and avoid burnout
	Insight	<p>Understanding that we can better organise our time to achieve more without working longer</p> <p>Explore how we can approach our working day based on Smarter Working principles and what benefits this brings</p>
	Experience	Plot your peak productivity times; use this knowledge to allocate the right time to the right tasks
	Apply & reflect	Enhance productivity and effectiveness by employing/adapting the 5Ps to your working day; Self/team audit against the 5Ps to identify areas for realistic improvements
Wrap	Next steps/transfer	<p>Work with your team members to identify their peak performance times and organise tasks/meetings etc accordingly</p> <p>Commit to building a daily/weekly routine that facilitates smarter working – e.g. planning & reflection</p>