CONCEPT

Personal Energy Management and Decision Fatigue: Focus, Recovery and Peak Performance

4 – 8 October 2027
Barcelona - Eixample district four-star



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Ref: 880_20928 **Date:** 4 – 8 October 2027 **Location:** Barcelona - Eixample district four-star **Fees:** 23500 SAR

Introduction:

Personal energy management is rarely treated as a performance issue, yet drained managers show it through slow replies, reversed choices, meetings that drift and afternoons of low-value busywork. Adding hours does not fix it, because the limiting resource is energy and decision capacity, not the calendar. This Core Concept course gives professionals a practical, non-clinical method to audit where their physical, emotional, mental and purpose energy goes, work in renewal cycles, cut decision load and protect focus. Participants leave with a Personal Energy Plan and Decision-Reduction Rulebook built on their own working week.

Course Objectives:

- Audit a real working week to show where physical, emotional, mental and purpose energy is spent, renewed and leaked
- Schedule demanding work in focused cycles with planned recovery breaks matched to personal energy peaks and troughs
- Reduce daily decision load through defaults, batching, personal operating rules and delegation of routine choices
- Protect deep work blocks by setting interruption rules for email, chat, notifications and meetings
- Shift emotional energy toward constructive states during setbacks and demanding conversations at work
- Agree energy norms with a team and document them, alongside individual rituals, in a Personal Energy Plan and Decision-Reduction Rulebook

Target Audience:

- Managers and team leaders whose days are fragmented by meetings, approvals and constant requests
- Professionals who handle a high volume of judgement calls, reviews or client decisions each day
- Project and programme coordinators who switch repeatedly between workstreams and stakeholders
- Heads of small units who set working patterns, meeting habits and response expectations for their teams
- Specialists moving into supervisory roles who need to sustain output across longer and busier days

Course Outline:

Day 1: Energy Versus Time: Foundations and the Personal Energy Audit

- Manage Energy, Not Time: Capacity, Renewal and the Limits of Longer Hours
- Four Energy Dimensions Model: Physical, Emotional, Mental and Purpose
- Energy Leak Inventory: Meetings, Context Switching, Unclear Requests and Late Replies
- Seven-Day Energy Log Template: Rating Energy Hour by Hour Across a Working Week
- Personal Energy Baseline Scorecard and Top Three Drain Patterns

Day 2: Renewal Cycles, Decision Fatigue and Focus Models

- Ultradian Work Cycles: Ninety-Minute Focus Blocks and Intermittent Recovery
- Morning and Evening Energy Preference Profiling for Task Scheduling
- Decision Fatigue Research: Declining Choice Quality, Avoidance and Drift to Defaults
- Deep Work Versus Shallow Work and the Hyperactive Hive Mind Pattern
- Rituals as Energy Tools: Designing Automatic Renewal Behaviours

Day 3: Daily Rituals, Decision Load Reduction and Deep Work Practice

- Recovery Break Menu: Movement, Hydration, Daylight and Micro-Pauses Between Blocks
- Sleep and Wind-Down Routines at a General Wellbeing Level
- Decision Load Reduction Toolkit: Defaults, Batching, If-Then Rules and Delegation
- Deep Work Block Design: Time-Blocking, Start Rituals and Focus Shutdown Routine
- Priority-to-Energy Matching Grid: Placing Demanding Tasks in Peak Windows

Day 4: Digital Interruptions, Emotional Energy and Team Energy Norms

- Digital Minimalism Rules for Email, Chat and Notification Settings
- Meeting Energy Audit: Decline, Shorten, Merge or Convert to Written Updates
- Emotional Energy Reframing: Hopeful Lenses for Setbacks and Tense Exchanges
- Purpose Energy Check: Linking Weekly Work to Personal Values and Meaning
- Team Energy Charter: Response-Time Expectations, Quiet Hours and Handover Etiquette

Day 5: Workload Case Work and the Personal Energy Plan

- Overloaded Manager Case: Rebuilding a Fragmented Week Around Energy Peaks
- Decision-Heavy Role Case: Converting Recurring Choices into Standing Rules
- Personal Energy Plan Drafting: Rituals, Focus Blocks and Recovery Commitments
- Decision-Reduction Rulebook Build: Defaults, Batches and Delegated Decisions
- Peer Review Panel and Four-Week Energy Tracking Set-Up

Skills You Will Gain:

- Energy Audit and Self-Monitoring
- Recovery Cycle Scheduling
- Decision Load Reduction
- Deep Work Protection
- Digital Interruption Control
- Emotional State Regulation at Work
- Team Working Norms Design
- Personal Ritual Design

Why Attend This Course:

- Leave with a Personal Energy Plan and Decision-Reduction Rulebook built from your own seven-day energy log
- Reclaim protected focus time in a week that currently belongs to meetings and message traffic
- Take ready-made rules that remove dozens of small routine choices from your day
- Compare how managers from finance, healthcare, engineering, government and services organise energy across demanding weeks

Conclusion:

Sustained performance depends less on how many hours are worked than on how energy is spent and renewed. The course moves from an audit of a real working week and the four energy dimensions, through renewal cycles, decision fatigue and deep work, to daily rituals, decision load reduction, digital interruption rules, emotional energy and team norms. The final day applies these methods to workload cases and produces a Personal Energy Plan and Decision-Reduction Rulebook that participants track for four weeks after the course.