

## Training program:

**Optimum efficiency: Motivation,  
determination and effective task  
management**

## Info:

<b>Name:</b>	<b>Optimum efficiency: Motivation, determination and effective task management</b>
<b>Code:</b>	<b>Soft-practices-wydajność</b>
<b>Category:</b>	Soft Skills hr admins developers management
<b>Target audience:</b>	architects po analysts devops sm
<b>Duration:</b>	2 days
<b>Format:</b>	50% lecture / 50% workshop

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Effective work requires good task management.

Our work time is limited every day, further so if we take into account the limited amount of attention we can devote to tasks during the day, and without which it becomes hard to fulfill the goals ahead of us. Furthermore, the human brain simply isn't meant to optimize tasks, preferring automatic, emotional reactions, which permit quick, but not necessarily effective actions.

These traits helped us survive on the savanna thousands of years ago, but interfere with the challenges of the 21 st century. We must therefore force our brain to work within a certain framework, in order to make our actions more effective.

Areas of implementation:

- improving individual and team prioritization
- increasing everyday effectiveness of software development and testing\increased motivation
- optimal management of team engagement and energy
- reduced burnout

# Training program

## 1. The programs of our brain

1.1. Systems 1 and 2 and effective work

1.2. Motivation: dopamine/fixated system and serotonin/elastic system

## 2. Systems 1 and 2 in optimum time management

2.1. Deep Work

2.2. Task Journal

2.3. Task Planning – The Eisenhower Matrix

## 3. Systems 1 and 2 and planning

3.1. E-SMART goals

3.2. Future perspective and its consequences

3.3. Goals, self-efficacy and motivation

3.4. Long term planning: Vonnegut Strategy/ Action Planning

## 4. Systems 1 and 2 and motivation

4.1. Yerkes-Dodson Law

4.2. Motivation versus Determination

4.3. Main motivational needs

4.4. Automating action: the structure of habits, extended version

4.5. Decision Process Architecture, extended version

4.6. WOOP

## 5. Mental hygiene

## 6. The art of rest and regeneration – energy management