

LEADERSHIP FOUNDATION

MODULE 4

# Time Management & Strategic Prioritisation

*Every spa manager has the same 24 hours. The best ones spend theirs differently.*

# What You'll Learn

Lesson 1

**The Priority Matrix for Spa Leaders**

Lesson 2

**Systems That Create Space**

# The Priority Matrix for Spa Leaders

- Urgent vs Important: the Eisenhower matrix applied to spa
- Why most spa managers spend 80% of their time on the wrong things
- Delegation: what to keep, what to hand off, what to eliminate
- Protecting strategic time in an operational role

# Systems That Create Space

- Building a weekly rhythm that runs itself
- Task batching and time blocking for spa operations
- Using checklists to reduce decision fatigue
- The art of saying no without damaging relationships

KEY CONCEPT



*If you're too busy to think strategically, you're not managing your time — your time is managing you.*

## PRACTICAL EXERCISE

# Apply What You've Learned

Track how you spend your time for one week. Categorise every activity using the Eisenhower matrix. Identify your top three time-wasters and design a system to eliminate them.

## LEARNING OUTCOMES

*By completing this module, you will be able to:*

- 1 Apply the Eisenhower matrix to daily operational decisions
- 2 Design a weekly structure that protects strategic thinking time
- 3 Identify and eliminate the top three time-wasters in your role
- 4 Build sustainable systems that reduce reactive decision-making

# Required Submissions

## **Time Audit**

One-week tracked analysis with categorisation and improvement plan.

## **Weekly System Design**

A redesigned weekly structure with time blocks and delegation plan.



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# Module 4 Complete

*Next: Module 5*