AETHEIS Technology Different

AI for Time and Workload Management

Reclaim your week

THE PROBLEM

Most managers lose their week to the inbox and to other people's priorities. The work that matters happens in the evening, or not at all.

YOU LEAVE WITH

1. An inbox triage prompt that sorts and drafts for you.
2. Next week rebuilt around three priorities, with protected focus time.
3. Three meetings declined or delegated, with the messages written.

LEARNING OUTCOMES

- Triage a day's email in a third of the usual time with a reusable prompt.
- Rebuild their week around three priorities, with protected focus blocks.
- Produce a meeting-preparation brief in five minutes.

DURATION
Half-day, 08:30 to 12:30

HANDS-ON
3h15 practice, 0h30 theory (13%)

FORMATS
In-house half-day; in public, paired with OPS6 as one full day

GROUP SIZE
10 to 24 participants

LANGUAGE
English; French on request

TOOLS
Laptop; the AI assistant your organisation uses

ATTESTATION
Certificate of attendance

WHO SHOULD ATTEND

Managers and professionals at any level who feel their calendar runs them.

WHERE THIS SITS ON THE PORTOLAN ROUTE

Every AI course can feed a Portolan roadmap

1 · next	2	3	4	5	6
Session	Bearings	Route	First Crossing	Fleet	Harbour

PROGRAMME

Time	Block	Theory	Practice
08:30–10:15	**Inbox and incoming work.** Act, delegate, reply-by-draft, ignore; your triage prompt	15 min	90 min
10:30–12:30	**Calendar and priorities.** Where your week went; next week rebuilt around three priorities	15 min	105 min
Total	Breaks not counted	**0h30**	**3h15**

LABS, ON YOUR OWN MATERIAL

Inbox in four buckets
Your last 30 messages sorted, five replies drafted.

Rebuild next week
A week audit, three priorities, three meetings handed back.

WHAT TO BRING

Last week's calendar, your inbox subjects (anonymised) and your current to-do list.

AFTER THE COURSE

Atlas, the AI coach on Learn N' Succeed, follows up at day 3, 7 and 30. Your work and the prompt kit stay in your space and can feed a Portolan roadmap.

LEARNING PATH

BEFORE	THIS COURSE	AFTER
FLU1 Generative AI Essentials	**OPS2 AI for Time and Workload Management**	OPS6 AI for Team Management

FORMATS AND PRICE

Rs 18,000 · €350 · USD 400

per participant

Half-day, excluding VAT; refreshments and materials included
Public sessions through the year
In-house on request, 10 to 24 participants

Not sure where to start?
Book the Portolan 20-minute call →
aetheis.com/portolan