



Welcome to this
session:

Open Session:

The Four-Day Workweek

The session will start shortly...

Any Questions?
Drop them in the questions section.



4-DAY

WORK

WEEK

Welcome

Safeguarding & Welfare

We are committed to all our students and staff feeling safe and happy; we want to make sure there is always someone you can turn to if you are worried about anything.

If you are feeling upset or unsafe, are worried about a friend, student or family member, or you feel like something isn't right, speak to our safeguarding team:



Ian Wyles
Designated Safeguarding
Lead



Simone Botes



Nurhaan Snyman



Rafiq Manan



Ronald Munodawafa



Tevin Pitts

Scan to report a
safeguarding concern



or email the Designated
Safeguarding Lead:
Ian Wyles

safeguarding@hyperiondev.com



Democracy

Every person's opinions matter.

Respect

We look after each other.

Tolerance

We accept each other's differences.

British Values

Rule of Law

We keep to the rules.

Liberty

We are free to make choices.

A group of diverse people, including men and women of various ethnicities, are shown from the chest up, giving thumbs up. They are smiling and looking towards the camera. The image has a teal overlay.

HOUSEKEEPING

Leadership & Management Live Lectures – Housekeeping

- The use of disrespectful language is prohibited in the questions, this is a supportive, learning environment for all - please engage accordingly.
 - ***(Fundamental British Values: Mutual Respect and Tolerance)***
- No question is daft or silly - **ask them!**
- Should you have a question during the lecture, please feel free to **post in the Questions section** and I will respond throughout.



PLEASE
NOTE...

Leadership & Management Live Lectures – Housekeeping

- Activating **live captions** in your browser's accessibility settings is a helpful option for better understanding, especially for those with hearing impairments or challenges with accents.
- For all **non-academic questions**, please submit a query: www.hyperiondev.com/support
- Report a safeguarding incident: www.hyperiondev.com/safeguardreporting
- Should you have any further questions or want to provide us with feedback, please feel free to post them [here](#).
- [GitHub Link to access L&M Presentation Slides](#).



PLEASE
NOTE...



LEARNING OBJECTIVE

Learning Objective



Learn practical strategies to effectively **manage time and set boundaries** within a four-day workweek, ensuring a smooth transition back to the workplace while **maintaining productivity and enhancing work-life balance.**





4 - DAY
WORKING
WEEK

THE FOUR-DAY WORKWEEK

Today, we're diving into something that's **shaking up the traditional work model**; the four-day workweek.

More than 200 companies in the UK have already adopted it permanently without reducing pay.



THE FOUR-DAY WORKWEEK

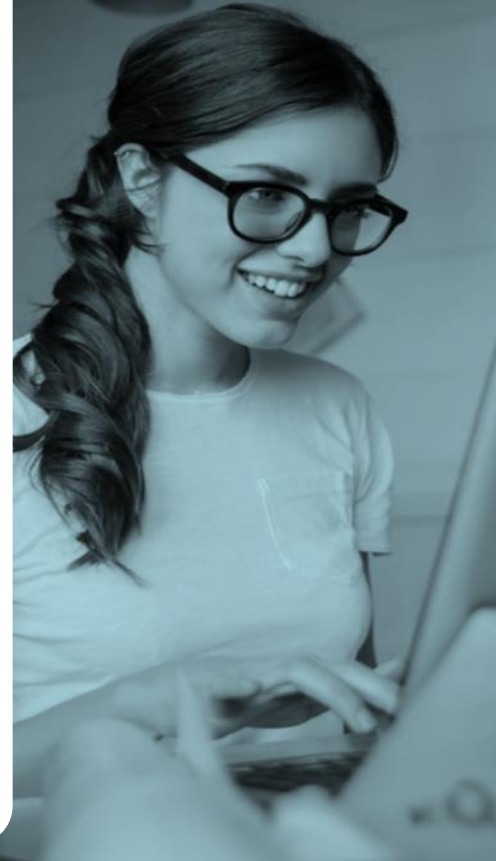
What does this mean for productivity and work-life balance?

Fresh

Studies show that employees are **just as productive, if not more so**, when given an extra day off. They **return to work feeling refreshed, engaged**, and ready to tackle their tasks with renewed focus.

THE FOUR-DAY WORKWEEK

"Wouldn't you work more efficiently knowing that your weekend starts on Thursday evening?"



DEMOCRACY

Employees and employers collaborate to create a better work environment, their **voices and opinions** playing an important role, as the process is refined through **facing challenges together** and providing constant feedforward.



A black and white photograph of a group of professionals walking in a modern office hallway. The image is slightly blurred, suggesting movement. In the foreground, a woman in a patterned dress is walking down a set of stairs. Next to her, a man in a suit is walking, holding a folder. To the right, a woman in a white blouse and dark skirt is walking, followed by a man in a suit and another man in a light-colored shirt. The background shows a modern office building with large windows and glass doors.

Transitioning Back to the Workplace

TRANSITIONING BACK TO THE WORKPLACE

As we transition into a condensed work schedule, it's time to rethink our daily routines. A shorter workweek means we **need to be intentional** about how we use our time.

“Are there tasks that take longer than they should? Are there processes that could be streamlined?”



TRANSITIONING BACK TO THE WORKPLACE

Do you find yourself checking emails repeatedly throughout the day? Perhaps **setting designated email-checking windows** could help you stay focused on deep work.

Or maybe meetings that used to be an hour can be **cut down to 30 minutes with a clear agenda**.

Small adjustments like these can **make a big impact on efficiency**.

TRANSITIONING BACK TO THE WORKPLACE



Personal Activity

Take a few minutes to jot down your daily tasks.
Identify areas where time is often lost or where efficiency can be improved.



Time Management Strategies

TIME MANAGEMENT STRATEGIES

Have you ever tried the Pomodoro Technique?

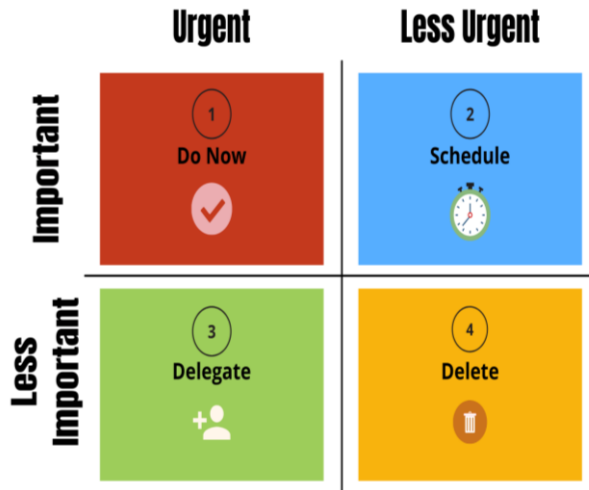
This method involves **working in focused 25-minute intervals**, followed by short breaks.

It's great for **maintaining concentration and avoiding burnout**.





TIME MANAGEMENT STRATEGIES



Another powerful tool is the Eisenhower Matrix, which helps you distinguish between **what's urgent** and **what's truly important**.

Imagine you have an overflowing inbox: is responding to every email immediately the **best use of your time**, or should you focus on a high-impact project first?

TIME MANAGEMENT STRATEGIES

Personal Activity

Choose a task from your list and apply the Eisenhower Matrix to categorise it. Then, plan a Pomodoro session for this task.





Setting Boundaries and Managing Expectations

SETTING BOUNDARIES AND MANAGING EXPECTATIONS

A four-day workweek doesn't mean cramming five days' worth of work into four; it's **about working more efficiently and setting clear boundaries**. This means defining work hours and sticking to them.

For instance, if your workday ends at 5 PM, resist the urge to respond to emails at 7 PM. **Communicate your availability to colleagues and clients upfront**; a simple auto-reply email can do wonders in setting expectations.

SETTING BOUNDARIES AND MANAGING EXPECTATIONS

Don't forget about meetings.
If Friday is now your day off,
make sure recurring
meetings are rescheduled
accordingly.

The key here is to work
smarter, not longer.



W I S D O M

SETTING BOUNDARIES AND MANAGING EXPECTATIONS

Personal Activity

Draft a brief communication **plan outlining your work hours and availability.**

Consider how you'll handle after-hours requests and set expectations with your team.



MUTUAL RESPECT

Setting clear boundaries and communicating work availability reinforces mutual respect in the workplace. **Encouraging colleagues to respect each other's time and work-life balance** ensures a more supportive work culture.



CONCLUSION



THE

END

CONCLUSION

Key Points

- Embracing a four-day workweek is about **working more wisely**.
- Implementing smart time management strategies and setting clear boundaries, we can **maintain (or even improve) productivity while enjoying more personal time**.
- It's about being **deliberate with your time**, focusing on what truly matters.

RESOURCES

A black and white photograph of a stack of books. In the foreground, an open book lies flat, with a pair of glasses resting on its right page. The background is filled with more stacks of books, creating a sense of a library or a large collection of resources.

RESOURCES

Videos:

- ✓ [The Pomodoro Technique](#)

Articles:

- ✓ [Two hundred UK companies sign up for permanent four-day working week](#)
- ✓ [200 U.K. companies have opted for a four-day workweek, latest data shows](#)
- ✓ [200 UK firms have now adopted a four-day working week – and Brits are convinced it will become the norm within five years | ITPro](#)
 - ✓ [How to Implement a 4-Day Work Week: Strategies for Success](#)
- ✓ [These are the surprising benefits of a four-day working week | World Economic Forum](#)

Thank you for attending



CoGrammar



Department
for Education