

NEW



SAICE Academy Mastering Soft Skills as an Engineering Professional – Work Smarter not Harder

0,1 CPD POINTS

SAICEEL26/04233/29

SAICE is an ECSA Approved CPD Service Provider



Work Smarter Not Harder

Presented By: SAICE Volunteers

Fully On-Line

The Difference Between Busy and Productive

In today's fast-paced world, being busy is easy. Your calendar is full, your inbox is overflowing, and meetings multiply. But are you truly effective? This course moves beyond the myth that more effort equals more success and introduces a transformational approach to productivity. It's not about doing less work; it's about doing what matters most with clarity, focus, and intention.

"Working hard is good. Working smart is transformational. It starts with a fundamental shift in how we approach our work."

This course, ***"Mastering Soft Skills for Engineering Professionals: Work Smarter not Harde,"*** brought to you by SAICE Academy, provides a practical framework built on ten foundational principles used by high performers across all industries. These are not just theories; they are battle-tested strategies for achieving more with less stress.

Ten Foundational Principles of Smart Work

This course provides a deep dive into ten core principles for working smarter. Below is a summary of the key strategies you will learn to master.



**SCAN TO PURCHASE
BOOKS**

Principle	Core Strategy	Key Action
1. Weekly Planning	Design your week with intention before it begins to ensure you focus on what truly matters.	Spend 30 minutes every Friday or Sunday mapping out key objectives and work blocks.
2. Ruthless Prioritization	Recognize that not everything deserves your attention. Focus on the 20% of activities that drive 80% of results.	Ask yourself: "Will this matter in six months?" If not, it's not a priority.
3. Perfect Organization	Create clarity and reduce stress by organizing your physical space, digital systems, and time management.	Ensure every commitment is in one calendar and every task is in one system.
4. Stick to a Routine	Build systems that make action automatic, turning intention into identity without relying on motivation.	Structure your day with dedicated time for deep work, collaboration, and review.

(Note: This is a selection of the ten principles covered in the full course.)

Master Prioritization with The Eisenhower Matrix:

A cornerstone of working smarter is effective prioritization. This course provides detailed training on the Eisenhower Matrix, a powerful tool for categorizing tasks based on urgency and importance.

- **Urgent & Important:** Crises and deadlines that require immediate action.
- **Not Urgent but Important:** Strategic planning and relationship building that should be scheduled.
- **Urgent but Not Important:** Interruptions and routine tasks that should be delegated.
- **Neither Urgent nor Important:** Time-wasters and busy work that should be eliminated.

Who should attend?

This course is designed for professionals who feel overwhelmed by their workload and want to

move from being constantly “busy” to being genuinely productive. If you are ready to replace reactive effort with proactive strategy, this program will equip you with the systems and mindset to transform your effectiveness, reduce stress, and achieve your most important goals.

Enrol now and redefine your professional journey!

- No need to take any time off work
- No travel and or accommodation costs
- No lost productivity costs