

**HUMANS
AT PACE**

Managing Cognitive Overload for Clearer Thinking

A HALF-DAY LEADERSHIP WORKSHOP

Equip your leaders and teams to manage distraction, maintain focus, make better decisions and sustain performance when competing demands are high.

■ CLEARER THINKING ■ BETTER DECISIONS ■ SUSTAINABLE PERFORMANCE

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— WHY NOW

The volume and velocity of work are exceeding people's capacity to process it

Leaders and professionals are absorbing a relentless flow of meetings, messages, information, decisions and competing priorities. Digital tools and AI may help work move faster, but human attention, working memory and cognitive capacity remain finite.

Left unmanaged, cognitive overload reduces concentration, impairs judgement and increases errors, rework and decision fatigue. The organisations that thrive will be those that help people manage information and demands intelligently, protecting the quality of their thinking as well as the pace of their work.

More information does not automatically create better decisions. Without the capacity to process it, **information simply becomes noise**.

“ Cognitive overload is often invisible until it appears as poor judgement, lost focus or exhausted people.

MATCHFIT



THE WORKSHOP

A practical, HUMAN response to information overload

‘Managing Cognitive Overload for Clearer Thinking’ is a focused, interactive session that explores how sustained information, pressure and task-switching affect human performance. Participants develop practical ways to manage attention, prioritise competing demands and create the conditions for clearer thinking and better decisions.

OUR PURPOSE

To equip leaders and professionals with the awareness, language and practical tools to recognise cognitive overload, protect their attention and create healthier ways of working so they can think at pace without sacrificing judgement, performance or wellbeing.

Designed for

- Senior leaders and executives
- Team and people managers
- Professionals in knowledge-intensive or decision-heavy roles
- Programme, project and change leaders
- HR and learning professionals
- Organisations experiencing rapid change, growth or digital transformation

Why it matters

Protects decision quality

People think more clearly and make better choices under pressure.

Improves focus

Less attention is lost through distraction and unnecessary task-switching.

Reduces overload risk

The warning signs are recognised before performance and wellbeing decline.

Creates healthier team practices

Leaders reduce avoidable demands rather than passing pressure through the organisation.

½ Day DURATION	In-person or virtual DELIVERY	Up to 12 PARTICIPANTS	Interactive REFLECT & APPLY
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THE PROGRAMME

Six themes that protect clear thinking and sustainable HUMAN performance

The session moves from understanding cognitive overload, to recognising its effects, to developing practical habits that improve focus, judgement and performance.

01

Understanding Cognitive Overload

Explore how attention, working memory and decision-making are affected by excessive information, competing demands and sustained pressure. Understand why simply working harder is rarely the answer.

02

Recognising Overload Before Performance Drops

Identify the cognitive, emotional, behavioural and physical warning signs of overload. Explore how overload can appear as indecision, irritability, avoidance, errors, disengagement or constant activity without meaningful progress.

03

Protecting Attention and Reducing Unnecessary Load

Examine how interruptions, meetings, digital noise and task-switching consume cognitive capacity. Develop practical ways to simplify inputs, protect focused thinking and reduce avoidable demands.

04

Prioritising and Deciding Under Pressure

Use clear criteria to distinguish what is important from what is merely urgent. Explore how to make effective decisions when information is incomplete, time is limited and multiple priorities are competing for attention.

05

Leading Teams with Cognitive Capacity in Mind

Create clarity around priorities, expectations and decision-making. Learn how leaders can reduce ambiguity, sequence demands and avoid unintentionally transferring their own pressure and overload to others.

06

Building Sustainable Thinking Habits

Develop practical routines for focus, reflection and recovery. Create individual habits and team rituals that protect cognitive capacity and enable effective performance over time.

THE BENEFIT

What your leaders will take away

Tangible, lasting outcomes for the individual, the team and the wider organisation.

FOR THE LEADER

- ✓ Recognise personal and team overload before performance declines
- ✓ Manage attention and competing demands more deliberately
- ✓ Make clearer, more considered decisions under pressure

FOR THE TEAM

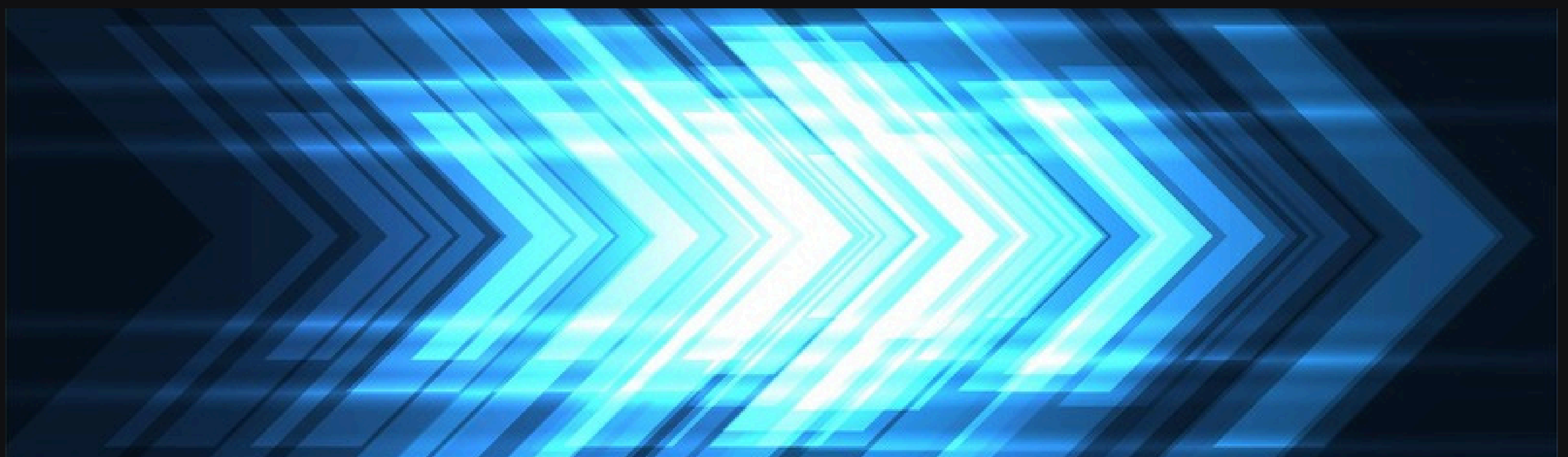
- ✓ Clearer priorities and fewer unnecessary interruptions
- ✓ Healthier ways of managing workload, focus and recovery
- ✓ Greater confidence, judgement and effectiveness during demanding periods

FOR THE ORGANISATION

- ✓ Better decision quality and execution
- ✓ Fewer errors, delays and avoidable rework
- ✓ A working culture that sustains performance without normalising overload

Think at pace without overwhelming the people that make performance possible.

CLEARER FOCUS. BETTER JUDGEMENT. SUSTAINABLE PERFORMANCE.



WORKSHOP DETAILS & PRICING

What's included, and what it costs

FORMAT	Interactive Half-Day Workshop
DELIVERY	Face-to-Face or Virtual
DURATION	Approximately 3.5 – 4 Hours
METHODOLOGY	The workshop is highly interactive and encourages participants to examine their own patterns of work, attention and decision-making. Participants explore current challenges, identify sources of unnecessary cognitive load and develop practical actions that can be applied immediately. The session combines current thinking on human performance with reflection, discussion and practical exercises.

FACE-TO-FACE INVESTMENT

£1,800

For a maximum of 12 participants.

VIRTUAL INVESTMENT

£800

For a maximum of 12 participants.

MEET THE TEAM



Bradley Honnor

MANAGING DIRECTOR

Bradley has extensive experience leading business strategy, driving cultural change and supporting sustainable organisational growth.

[READ FULL BIO →](#)



Emily Courtney

OPERATIONS DIRECTOR

Emily is an experienced CIPD-qualified HR specialist delivering people focused solutions across complex global business environments.

[READ FULL BIO →](#)

MATCHFIT'S EXECUTIVE FACILITATORS & COACHES

Experts in leadership, psychology, coaching and organisational transformation.

[FIND OUT MORE →](#)

PROVEN IMPACT



The impact has been overwhelmingly positive. It is clear that the performance improvement points have not only been absorbed but truly implemented, with visible and meaningful results for all stakeholders at all levels.

Emma Fells

VP, Client Engagement, HH Global

Bring 'Managing Cognitive Overload for Clearer Thinking' to your leaders and teams

SPEAK TO THE TEAM

Zach@matchfitclimb.com

REQUEST THE FULL AGENDA

Delivered by MatchFit®

MatchFit helps organisations achieve sustainable high performance by combining leadership development, performance psychology and organisational effectiveness.

Our approach is tailored to your context, sector and people. We help leaders and teams understand how workload, working practices and organisational expectations affect cognitive performance, then turn that insight into practical habits, healthier team norms and better leadership choices.

Because faster work only creates value when people can still think clearly.

TRUSTED BY LEADERS ACROSS THE PUBLIC & PRIVATE SECTOR



hhglobal®

Julius Bär

