

Course code: KORZTD1

The Zen To Done workshop offers a practical and experiential approach to personal productivity inspired by the principles of the Zen To Done method by Leo Babauta. The course focuses on developing a simple and sustainable way of working with tasks and workload. Throughout the day, participants work on one specific work task or project, which serves as a practical framework for practicing focus, setting priorities, and returning to unfinished work within everyday working reality.

## Who is the course for

The course is designed for anyone who faces a high workload, frequent interruptions, and performance pressure, and is looking for a sustainable approach to personal productivity.

## What we teach you

The aim of the training program is to develop participants' ability to manage their work tasks more clearly and with less internal pressure. The course supports the skill of consciously choosing priorities, working with focus, and handling situations where tasks accumulate, are frequently interrupted, or remain unfinished.

The acquired insights and methods are designed to be sustainable in the long term and easily transferable into everyday practice.

Benefits for participants:

- greater clarity in work priorities
- the ability to consciously choose what to focus on
- reduced internal pressure and feelings of overwhelm
- improved ability to manage distractions and interruptions
- easier return to unfinished tasks
- a concrete and realistic framework for practical application

## Teaching materials

Gopas guide book for this course.

## Course outline

- Introduction to Zen To Done
- Choice and Commitment
- Working with Resistance and Overload
- Focus and Managing Interruptions
- Simple Work Structure
- Returning to Work and Sustainability

**GOPAS Praha**  
Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)

  
Copyright © 2020 GOPAS, a.s.,  
All rights reserved