

# Course Outline:

## Mastering the Energy to Create the Time of Your Life

### Duration

Three days.

### Course Aim

Today's professionals are required to continually innovate, reinvent themselves, to increase productivity and efficiency, to "do more with less". Great advances of technology might be making us more efficient but more often than not, has made us feel even more time poor and created greater stress in our lives. Effective balancing and management of the demands of work and life has become a 21<sup>st</sup> century imperative for the progressive professional.

This course provides practical strategies for planning, creating and managing balance in order to sustain high levels of energy, passion and fulfilment in your career and your life.

### Benefits of Attending

Participants at this workshop stand to experience the following benefits:

- Learn and use practical tools to create balance without compromising effectiveness and fulfilment
- Develop a greater sense of purpose by being clear about what's most important to you
- Experience less stress by practising tools that help you manage your energy and stress levels

### What It Covers

The workshop will cover:

- Time versus energy management
- Defining what's truly important
- Creating a balanced vision
- Effective goal setting
- Distinguishing and managing what's urgent versus what's important
- Staying focused
- Making 80-20 work
- Sources of stress
- Effective stress management strategies

### Lesson Plan

#### DAY 1 – Time versus energy management

##### 1. Introductions, Time versus Energy Management

- Introductions – workshop objectives
- Managing time versus managing energy

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- **Activity:** Managing energy by changing our physiology

## 2. Strategic time management

- Group discussion: Packing a suitcase
- Creating a personal mission statement
- **Activity:** Defining your Personal Mission Statement

## 3. Managing energy and stress

- The importance of balance and success
- Managing stress by creating peak vitality
- **Activity:** Defining your 10-year Energy and Vitality Vision

## DAY 2 – Defining your ultimate vision and purpose

### 4. Defining your ultimate vision and purpose

- Managing the 7 critical areas of your life
- Applying the power of vision and purpose in life planning
- **Activity:** Defining your Ultimate Vision and Purpose for these 7 areas

### 5. Doing what you love and loving what you do

- Being strategic with your career planning
- Creating passion in what you do
- **Activity:** Turning your job into a vocation

### 6. Creating a personal vision board

- The power of a personal vision board
- Using a personal vision board for effective focus
- **Activity:** Creating your Vision Board

## DAY 3 – Mastering time

### 7. Effective goal setting

- SMARTA goal-setting
- Strategies for realising your goals
- **Activity:** Creating your personal action plan

### 8. Distinguishing and managing the 4 quadrants of time

- Importance versus urgency
- Managing the 4 quadrants
- Activity: Keeping a time log
- **Activity:** Focusing on first things first

### 9. Staying focused and Sharpening the Saw

- Applying the power of focus

- Sharpening the Saw
- **Activity:** Review and Personal commitments

### Delivery Strategy

The learning has been structured as three days of interactive workshops led by our experienced trainers. The workshops will contain a series of power point slides, accompanying information, written activities and reflective tasks and videos.