

Course Outline:

Mastering the Energy to Create the Time of Your Life

Delivery Format

Live online or live in-person.

Who Should Attend

General.

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 21st 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

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- Effective stress management strategies

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.

Formal Certification

All attendees of this course will be eligible to receive a Certificate of Attendance from EQ Strategist.