

Make the Most of Every Minute

> Maximise your personal potential and productivity



OBJECTIVE

Take control of your energy and time! Expand your understanding of nutrition, goal setting and time saving tips. Break through the brain fog and create a blueprint to optimise your time.

Workshop Duration > 1 day

OUTCOMES

At the end of this workshop you should be upskilled to:

CONDUCT A PERSONAL ANALYSIS

- > Identify your strengths, weaknesses, opportunity/potential, threats, triggers and motivators (SWOT[™]M)
- > Convert your findings into actionable development plans

POWER UP YOUR ENERGY PEAKS AND MINIMISE YOUR TROUGHS

- > Explore your energy peaks and troughs on an average day
- > Analyse the relationship between the times you eat and drink water and your energy levels
- > Activate strategies to sustain energy and minimise energy troughs

KICK-START A BALANCED LIFESTYLE

- > How balanced is your wellness wheel? Analyse your lifestyle
- > Utilise a list of healthy lifestyle tips as a daily toolbox to make dramatic positive changes

THINK UP POSITIVELY

- > Investigate the power your thoughts have on your feelings and actions

GOAL UP TO ASPIRE TO NEW HEIGHTS

- > Master a comprehensive goal framework to design, implement and monitor goals which will drive you towards success
- > Create a blueprint for your goals

STRUCTURE UP – CREATE A ROUTINE THAT WORKS

- > Fill your toolbox with vital techniques to structure your day
- > Now you have the energy and the goals implement a routine for maximum results



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Training Techniques > This workshop is highly interactive involving uplifting individual, paired and group exercises. Discussions, case studies and brainstorming sessions ensure a practical edge and put theory into practice.



Pre-work > For the best traction and engagement participants complete a pre-work assignment. This analysis of workplace situations is intended to be thought provoking and a great foundation for the training. Pre-work allows us to hit the ground running at the workshop with real-life information.



Follow Up > Each participant will create an action plan to ensure continued self-development in the workplace and the greatest gains for the organisation.

PARTICIPANT FEEDBACK

What has this workshop given you?

- > "It has given me a toolbox to take away to use wisely regarding goal setting plans and knowing myself better. It has also given me more confidence in myself to excel in my study, work and enjoy life."
- > "A life skill, a key I can use throughout my life."
- > "Reinforced the need to plan, take control and be in charge of circumstances and situations."

What part of the workshop did you find most beneficial?

- > "Making changes in my diet and work style for a healthier happier life."
- > "The picture of the perfect day and steps to achieve it."
- > "Direction, a more balanced lifestyle and increase productivity in all aspects of my life."

Other comments

- > "It was a very good course and glad that it's available. Great to reinforce celebrating the good stuff and say 'I am good at this' rather than beating myself up. Thanks."
- > "Really enjoyed the workshop – has provided me with valuable tools to take away and apply in everyday life."
- > "I really enjoyed the workshop and feel more positive about myself and my career."

