

6 WEEKS TO IMPROVED MINDSET & PERFORMANCE

# Productivity & Wellbeing Programme

Helping your team manage stress, workload and motivation



# Programme Overview



## 01

### **Managing Mindset**

Learn what contributes to mindset and how you can influence it daily in a positive way. Discover how to have more control over your thoughts, habits and behaviours

## 02

### **Planning & Prioritisation**

By focusing on the intersection between goals and priorities individuals and the team is empowered to make better choices around what merits their attention.

## 03

### **The Daily Workflow**

How to manage calendar and tasks in Outlook. If feasible your team will get to implement suggestions on the go, helping them to feel more in control of their tasks and their workload.

## 04

### **Email & Communications**

Learn tips and tricks work towards inbox zero. Discuss the barriers to communication and collaboration and put a plan in motion to improve email, meetings and other team communication touch points.

## 05

### **Creating Positive Habits**

Positive and productive habits are necessary for living a productive and happy life. Participants will learn how habits are formed and how they can create habits with a framework called The Habit Method.

## 06

### **Stay Focused & Motivated**

Stop reacting and multitasking. Start proactively setting boundaries and taking control of your time and attention. Lots of tips on how to stay focused, what to do when you fall off the path and how to get back on track.





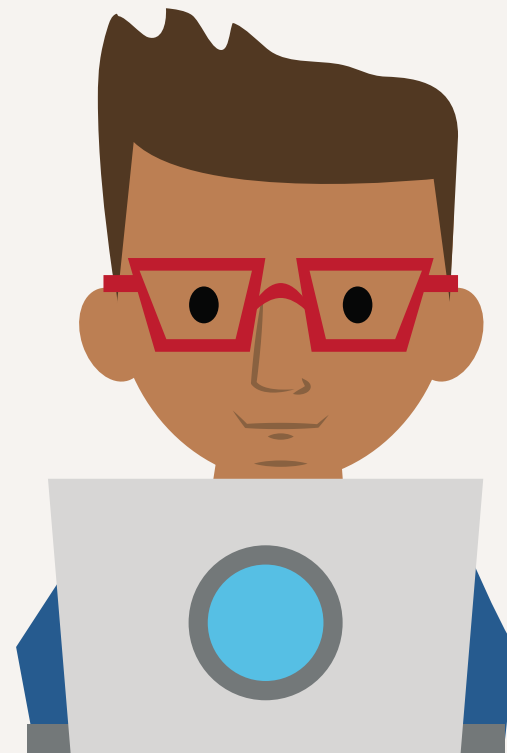
**Each module is interactive, with practical tools and takeaways. All easily implementable with lasting effect**



# Get in Touch



Get in touch to find out how you can bring this programme to your team



Email Address

[contactme@ciaraconlon.com](mailto:contactme@ciaraconlon.com)

Website

[www.ciaraconlon.com](http://www.ciaraconlon.com)