



Work-Life Balance: Maximizing Productivity And Quality Of Life

An **informatech** Training Course
all copyrights reserved

(5 Days Training Course)



Course Outline

Why Attend

Many professionals consider that work-life balance is impossible to achieve. This course will not prove them wrong. However, it will demonstrate how achieving such a balance is a journey filled with a combination of discipline, determination and commitment. By providing the participants with tips on productivity enhancement, stress management and emotional intelligence, the course helps participants boost their productivity while working within a stressful environment. The course will also demonstrate how sleep, food and exercise are pivotal in helping professionals become more successful in their careers and more effective in their personal lives.

Course Methodology

The course relies on a number of lectureries and presentations which summarize global research on this important topic. The course also uses a basket of questionnaires and self assessments to help participants improve their self awareness and self management and provides tips and checklists designed to lead participants towards a more successful career.

Course Objectives

By the end of the course, participants will be able to:

Enhance productivity at work and outside work by understanding the various contributors and inhibitors of a productive lifestyle

Manage daily stress by learning how to control work induced adrenalin and its effects on productivity

Improve effectiveness at the workplace by consuming food that will help maintain energy throughout a working day

Achieve better quality sleep on weekdays and weekends by listing the main causes behind poor quality sleep and ways to combat them

Make better decisions and enhance retention of important information while minimizing dependence on various memory aids

Monitor daily activity levels with more accuracy and use the information obtained to lead a more active lifestyle

Target Audience

This course is ideal for anyone who works in environments which are mentally and physically demanding, where the pace of work is relentless and the job and life demands are ever increasing. The course is also suitable for people who wish to improve their work-life balance by adopting healthier work habits and lifestyles.

Course Outline

Productivity in the workplace

Personal peaks: lessons from the Japanese
Planning: from yearly to daily planners
Why starting with a yearly plan is critical for being proactive
The importance of discipline, routine and to-do-lists
Minimizing surprises as a means of exercising more control over our daily lives
Creating a contagiously productive environment

Adrenalin intelligence

Introduction to adrenalin and Emotional Intelligence (EI)
The theory behind EI and the medical facts
The reasons why the teachings in many books on EI are difficult to apply
Adrenalin: how it can be a blessing and a curse
The adrenalin buzz and adrenalin addiction
The short and long term effects of adrenalin imbalance
The stress continuum and how stress can be good for our health
Harnessing the power of adrenalin

The business diet

Food for high emotional intelligence
Oxidization and ways to combat its dangers
Food habits that will sap your energy
Food items that you should avoid no matter what
What to eat on a working day
Detox: myths and tips.

Sleep and its Impact on productivity

Myths about sleep
The three main clocks which control our daily functions
The Supra Chiasmatic Nucleus (SCN)
The master clock
The circadian rhythm and its effect on our productivity
Eliminating the effects of jet lags and fatigue
Tips and techniques for improving quality of sleep

Memory enhancement

The reasons behind dementia
The levels of dementia and the symptoms of each
Diets that will enhance and boost memory
Tips and techniques for staying sharp and focused regardless of age

The exercise and productivity relationship

Myths about exercise
The advancement of technology and the use of fitness trackers and smart bands
What doctors don't tell you
Bad habits that are good for you
Your heart in numbers
The key performance indicators of a healthy heart
Exercise: facts and figures
How you can exercise without exercising