



# 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