



4 and 20 Million.

SUSTAINABLE EXCELLENCE

Blending a full day of engaging learning with six months of behaviour change nudges to unleash your ability to do your best work without reverting to longer hours, additional stress and increased burnout.

“Sustainable Excellence is a structured training and development programme that transcends grade, experience and job role.

Delivered through a combination of classroom learning, practical tasks and peer discussion, the one-day training session is designed to be immersive and memorable in order to kick start self-reflection and spark new behaviours.

Our follow up programme of behavioural nudges, reminders, further engagement materials and prompts to trial new techniques encourages long term behaviour change beyond the initial one day session.”



4and20Million.



OBJECTIVES OF THE COURSE

This course develops the essential skills and behaviours we need to thrive in our hyper-connected, ever-changing, fast-paced working world. We teach people how to work smarter, creating high quality work in a shorter space of time.

Working smarter means doing great work without driving ourselves to exhaustion.

The objective of Sustainable Excellence is to boost productivity and performance whilst reducing stress, anxiety and burnout.

This programme teaches techniques and skills that will bring more control, calm, clarity and creativity into our daily lives. This is about doing your very best work in a sustainable, healthy, human way.

WHY NOW?

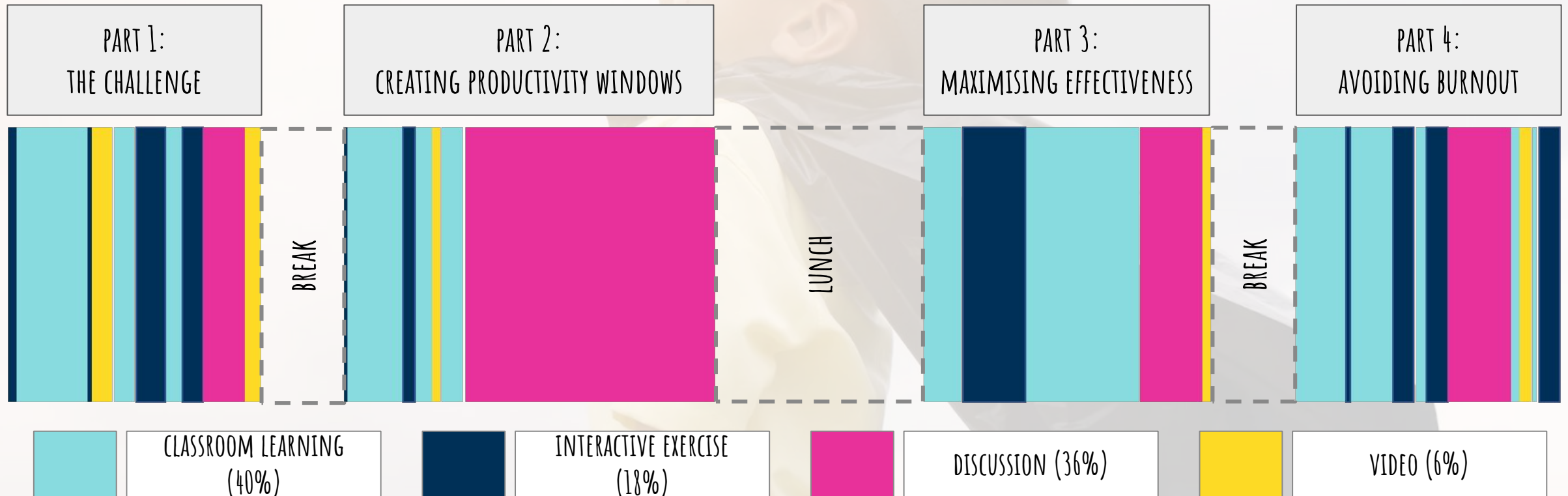
No matter how hard we work, the world of work feels like it's always coming at us faster than we can handle. We exist in a whirlwind of relentless demands and never-ending to-do lists. As a result, we see the levels of stress and anxiety across the workforce increasing stubbornly. Stress is now the number one cause of absence from work, accounting for 57% of all working days lost due to ill health. Even before COVID, YouGov found that 74% of UK adults felt overwhelmed or unable to cope due to workplace stress in a typical year.

This course is not just about increasing productivity and work output. It's about being more engaged with your work and your life. It's about techniques that help people focus their energy and manage their attention to create work that matters. It is also about creating behaviours and habits that prevent people from living in a constant state of overload and stress.

LEARNING SESSION - AN IMMERSIVE ONE DAY EXPERIENCE

A full day of training can be both too long to maintain engagement and too short to enable long-term behavior change. And let's be honest, who wants to be talked at for six hours?!

With this in mind, the one-day Sustainable Excellence learning session blends trainer delivery with group discussion, practical exercises and video content to create a more engaging, immersive and memorable experience that sticks with participants long after the day comes to an end:



FOLLOW UP - EMBEDDING BEHAVIOUR CHANGE THROUGH REGULAR ENGAGEMENT

Even the best training session will fade from memory over time. Moreover, creating lasting behaviour change and establishing new working routines requires more than a single hit of inspiration.

Taking inspiration from behavioural science, the full Sustainable Excellence programme includes regular, digestible follow up nudges over six months from the initial one day session. This takes the form of fortnightly reminders of a key technique, tip or insight alongside recommended further content (podcasts, video, TV programmes, books, articles) and a call to action to trial a specific technique within the coming week.

We would recommend amplifying this through regular internal team discussion of your reflections and experiences to help normalise and reinforce these new behaviours.

We conclude the programme with a full team follow up discussion to identify progress made, challenges and opportunities for further improvement.

To: your.team@yourcompany.com

From: 4and20Million.com

Good Morning All!

This week's recap is around how you can bring more intention and control to your day through **Timeboxing**.

This essentially involves transposing your To-Do list onto your calendar, and designating an appropriate slot for each task, based on their urgency.

Rather than an overwhelming list of tasks, you now have a plan of action - one that prioritises the tasks that need to be done first, rather than giving you the choice of a to-do list to simply pick the easiest first.

Even if you have to revise this as the week changes, it avoids the regular mental gymnastics and stress of asking 'What on earth should I do next?'

Your Timeboxing Challenge:

Find 15 minutes to make a timeboxed plan for next week. Don't schedule every minute, but try to find a slot for the major tasks of the week...

	Mon
	17
GMT+00	
9am	Solo work: Task 1 9 – 10:30am
10am	
11am	Emails, 10:30am
12pm	Team work: Task Y 11am – 12:30pm
1pm	
2pm	Gym, 1pm
3pm	
4pm	Admin check-in, 2pm
5pm	Internal meeting 3 – 4:30pm
6pm	Meeting write up, 4:30pm
	Write task list, 5pm

Example fortnightly 'nudge' to encourage trial and adoption

Deloitte.

"Insightful, practical and hugely enjoyable, **4and20Million** have had a galvanising effect on our team's **productivity**, instilling a healthy, high-performance approach towards how we work."

 **Clarivate**
Analytics

"4and20Million provided an engaging and effective program to help our Tax & Legal team manage the challenges of an 'always on' working environment. **Their materials and research were excellent; they engaged a large global team remotely with great success.**"


EY

"Immensely valuable and insightful. I wouldn't hesitate in recommending to other companies that **engaging with 4and20Million creates a really positive outcome** on the effectiveness of their people."


Wienerberger

"The team at 4and20Million provided the **best presentation and storytelling training I have ever experienced.**
I wholeheartedly recommend them to train your team. It is an investment you will not regret."



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ENDORSEMENTS

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 **KPMG**

 The
Growth
Company

 OpenMoney

News UK



To discuss this or any of 4and20Million's other courses, please contact Alex or Dan through the details below.

We're always more than happy to talk through the content and answer any questions from logistics to how our courses could benefit your teams.

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