

# ELEVATING POTENTIAL - MODULE OUTLINES

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## BOOSTING PERSONAL PRODUCTIVITY

### TECHNIQUES TO MAXIMISE SUSTAINABLE PRODUCTIVITY

This module develops the essential skills and behaviours we need to thrive in our hyper-connected, fast-paced working world. We examine how it is possible to work smarter, creating high quality work in a shorter period of time. Working smarter means doing great work without driving ourselves to exhaustion and overwhelm.

*The objective of this module is to boost productivity and performance whilst reducing stress, anxiety and burnout.*

We explore techniques and skills that will bring more control, calm, clarity and creativity into your daily life. This is about doing your very best work in a sustainable, healthy way.

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