

a course in mindfulness

*An 8-week plan that reduces stress, achieves more **efficient workflow**, & cultivates **smarter, healthier** habits for work & life.*

Productivity

Week One: *New Habits*

We're all familiar with the concept of mindfulness. Now let's cultivate some habits & and mindful behaviors that can impact our daily lives.

Week Two: *The Efficiency of Unitasking*

- Learn & practice skills for cultivating better habits with e-mail and screentime.
- Sometimes, less is more efficient. Learn to work smarter, not harder.

Week Three: *Time Management*

- Get more done by doing less. Release the feeling of never getting enough done or having enough time.

Week Four: *Slowing Down to Speed Up*

- Learn how the magic of slowing down actually helps you accomplish more. Eliminate that feeling of being frazzled.

Team Building

Week Five: *Communication Strategies*

- Written and verbal communication can be ripe with misunderstanding.
- *Ever have the feeling no one is really reading your emails or the ones you receiving are unclear?*
- Be heard, be understood and practice active listening skills.

Week Six: *Rapport & Team Building*

- Effective strategies for working together, understanding each other and building stronger rapport

Healthy Mind

Week Seven: *Thoughts, Feelings & Emotions*

- Learn what's the difference and why it matters.

Week Eight: *Emotional Intelligence Quotient*

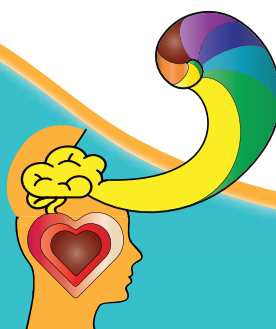
- Stay in control during challenging situations.
- Boost your EQ (It's as important as IQ).

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Mindfulness Consultant
Courses and Trainings