



Your Energy Matters

Lunch and Learn



A Better Way To Work

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YOUR ENERGY MATTERS

In today's fast-paced world, managing your energy is just as important as managing your time. This session introduces you to the key principles of energy management, helping you boost your productivity, reduce stress, and improve your overall well-being.

Learn how to recognise and harness your natural energy cycles, identify activities that drain or recharge you, and create sustainable habits that keep you focused and energised throughout the day.

This course will teach you strategies to manage your physical, mental, and emotional energy, so you can perform at your best, every day.

By applying proven energy management techniques, you will be able to increase focus, enhance decision-making, and achieve your goals more effectively. This session is designed for anyone looking to work smarter, reduce burnout, and regain control over their energy levels.

Don't miss this opportunity to optimise your energy and unlock your true potential for success!

Outcomes:

- What is Energy Management
- Understanding Personal Energy Cycles
- Healthy Habit and Boundary Management

Format

This program is delivered face-to-face or virtually as a 1-hour session.

Priority Lunch and Learn Presentations

Your Time Matters

Master self-leadership, manage distractions, and apply 5 Time Management principles to control tasks and emails.

Your Copilot Matters

Unlock the power of Copilot for Microsoft 365 to streamline tasks, boost productivity, and enhance collaboration.

Your Notes Matter

Consolidate your notes into one digital space, staying organised with action items, ideas, and reminders.

Are You Effective or Efficient?

Understand the differences between efficiency and effectiveness and discover strategies to enhance productivity.

Your Team Matters

Maximise shared processes, tools, and master MS Teams to boost collaboration within the Office 365 ecosystem.

Your Meeting Matters

Learn a process to improve planning, execution, and follow-up, ensuring meetings deliver real value.

Your Impact Matters

Master the fundamentals of influence in work and life, building a foundation for advanced influencing tactics.

Your Project Matters

Improve your ability to run projects on time and on budget with insights to make a real difference.