



**DO MORE
THAT
MATTERS.**

*Increase
ROI of your time*

*Enhance
productivity*

*Decrease
anxiety & stress*

MAXIMIZE TIME & ENERGY

MASTER THE ART OF GAINING CONTROL OF YOUR TIME

Leverage your time efficiently and become anxiety-free, especially during a time of virtual remote or hybrid working. Sharing real-life use cases you will learn about three tools to increase energy and efficiency in your life immediately. (Re)implementing these concepts will ensure you are reducing stress and increasing success.

YOUR ABILITY TO MAXIMIZE YOUR POTENTIAL SETS THE EXAMPLE FOR YOUR TEAMS AND BUILDS TRUST

Increase your ability to prioritize and delegate as you adapt to your team dynamics and team interactions in the Future of Work.

■ TOOL I: PARETO PRINCIPLE

The Pareto principle is the theory that 20% of activity leads to 80% of output, e.g. 20% of the exercises and habits have 80% of the impact in athletic training. Using templates and examples we can uncover what this means to your activities and how you can leverage the 20% that have the most impact by focusing your efforts where it counts.

■ TOOL II: URGENT/IMPORTANCE MATRIX

By taking an intrapreneurial view, you can control and prioritize your day, and block your schedule for the most urgent and important tasks. Using the goal setting tool to identify what moves your own development and roel forward, we will run through how you can prioritize your core tasks first and before you do work for others.

● TOOL III: CIRCLE OF CONCERN VS. CIRCLE OF INFLUENCE

This one tool can change your whole life. This is the most intensive part of the session with discussion about control and decisions, where we think we have control, where we actually have control and the level of power we can actually exercise for our own peace and balance. We will ensure you have insights and control over the things you can control to ensure you are proactive and not reactive and nourish the area of creativity in your brain as a pool for your development and lifelong learning.



TinyBox Expert: Raj Hayer | CEO TinyBox

Raj has led strategic planning efforts for customer experience, human capital transformation, and change management initiatives, defining crucial metrics to ensure sustainable business growth. Currently living between London and Munich, she explores the challenge of sustaining innovation leadership and leveraging cognitive and cultural diversity to increase team cohesion in a virtual workplace.

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