



HIGH PERFORMANCE AND PRODUCTIVITY

Performance is fundamentally different in the 21st Century. Here's what you need to do about it.

LET'S TALK

PERFORMANCE & PRODUCTIVITY

In today's workplace, there is more time pressure than ever, and greater expectations on us to perform at our best. Most of us are facing this equation: Increased Demands, Decreased Time and Decreased Control. And this is causing more and more people to under-perform and burn out.

Our performance and productivity depends on our ability to master four things.

Once we learn the key skills in these four areas, we can learn how to develop routines that make us more productive and manage our days so that we use the resources we have to the best of our ability.



Focus

We need to make sure we are paying attention to the right things, while shutting out distractions. We also need to build our capacity for self accountability and sustained mental focus.



Energise

Our performance fuel is glucose and oxygen. If we don't have enough, we can't perform at our best for any length of time. Our diet and aerobic fitness provide the energy to maintain attention, think more effectively and control our emotions and behaviours.



Control

No one can perform under extreme levels of stress. We need to control two types of stress: acute short-term stress, which comes in the form of emotions; and also long-term cumulative stress that leads to burnout. If we can master these, we can perform more often over a longer period.



Recharge

We can't just keep expending energy. We need a period during which we replenish our energy levels, restore stress chemicals to baseline levels, and give us moments of quiet which are necessary to get breakthrough ideas. Recharge skills are based around maximising short periods of recovery throughout the day, and getting the right kind of sleep.



Focus

Module 1: Focused Attention

What do we need to focus on to be most effective? This workshop helps answer this question and builds behaviours and processes that keep us on track and makes sure we are spending our time most productively.

Module 2: Performance Mindset

The average person switches tasks every three minutes, but we are capable of 90 minutes of sustained focus. We learn strategies for managing distractions and procrastination to build periods of intense focus. We also learn the art of self-accountability – a critical ingredient for high performance in any arena.



Energise

Module 3: Exercise to Energise

Physical fitness leads to mental fitness, by helping deliver the necessary fuel to our bodies and brains. It helps focus attention, think at our best and control emotions and behaviour. Learn the basics of being 'fit for purpose'.

Module 4: Tactical Eating

One of the keys to maintaining energy and attention is providing the right fuel to do our best work. To work at our best we have specific energy requirements, so we build a tactical eating plan that helps sustain productivity throughout the day.



Control

Module 5: Taming Emotion

There are four broad types of emotions – Low Negative (e.g. apathy), High Negative (e.g. anger), Low Positive (e.g. calm) and High Positive (e.g. excitement). Each one affects performance in different ways and there are different strategies to cope with each, so that we can perform at our best regardless of emotions.

Module 6: Beating Stress

We help people understand the stress response and its long term impact on general health, brain function and productivity. We learn strategies for harnessing the positive effect of short-term stress and for stopping the accumulation of long-term stress.



Recharge

Module 7: Rest and recover

Periods of recovery help us to work at full intensity when we have to. They also help to normalize the stress response and enable us with downtime to reflect, often leading to 'a-ha moments'. We look at strategies to maximize recovery during short periods of downtime in our schedules.

Module 8: Sleep to recharge

One of the simplest ways to improve performance is to get good quality sleep. Sleep helps us consolidate memories, re-charge our bodies and brains, and normalise harmful stress chemicals. All sleep is not created equal and we learn strategies for increasing sleep quality.



Foundation Modules

The science of high performance

The three zones of performance are discussed, and we learn about our thinking brains, our autopilot brains and our emotional brains, along with the ensuing good and bad chemicals. We also see how working at full capacity for an extended period of time is unsustainable. If we want to drive towards high performance, we need to be able to cycle periods of full intensity with periods of recovery.

Understanding and embedding behaviours

This module simplifies 150 years of research into behaviour and motivation theory and presents a simple case for analysing our current work practices. It gives participants the tools to understand their current behaviours and take responsibility to make significant behavioural change.