

# Attention Management: EnergizeU!

## AUDIENCE

**Everyone! Who is seeking to:**

- Manage your time and have energy
- Optimize focus and “cognitive” capacity

## WORKSHOP DESCRIPTION

**Do you feel overwhelmed? Need to be more organized?**

**Can't seem to focus?** Then this interactive workshop is

the answer! Discover your energy “peaks” and align your

schedule to optimize your time. Align your tasks with the levels of difficulty to prioritize your day.

HOW TO REGAIN CONTROL OF YOUR

## TIME, ENERGY AND PRIORITIES



## During the workshop, you will learn about:

- **Shift mindset** - Learn what mindset you need to maximize energy and time
- **Understand how our brain works** – Build awareness on the limitations and gain tips on how to overcome it
- **Leverage “brain-friendly” tools and techniques such as** “IF-THEN” statement and indicate and maximize cognitive prime time
- **Create a balanced mental diet** – Customize your healthy mind platter plan
- **Gain time management tips** - How to prioritize weekly and daily

<b>TIME</b>	2-3 Hours
<b>DELIVERY</b>	In-Person or Virtual (over 3-1-hour sessions)
<b>INSTRUCTOR</b>	Dolon Gundoju
<b>DATE</b>	<b>Upon Request</b>
<b>CONTACT</b>	dolon@coachingdb.org