

# POWERFUL HABITS & PRODUCTIVITY

TEMPLAR ADVISORS

**Productivity is central to success. Working smarter and not harder is also critical to workplace satisfaction.**

Productive executives manage time and energy, whilst minimizing distractions. Embedding effective behaviours that become productive habits also boosts motivation whilst reducing turnover and burnout.

Increasing employee productivity also inspires agency and commitment. Finally, the benefits of improved workplace efficiency create opportunities for greater work-life balance.

## RESEARCH SHOWS THAT PRODUCTIVITY AND WELLNESS ARE INTERTWINED

A study from the University of Warwick showed happy people are 15% more productive. The benefits don't stop there.

- Productivity provides purpose and growth. Reaching goals and getting things done signal a path of constant growth
- Productivity elevates mood and releases feel good endorphins – higher productivity leads to greater motivation, satisfaction and meaning

**Part 1. Growth Mindset:** the importance of staying 'above the line' of a fixed mindset to understand the benefits and methods of cultivating a growth mindset.

**Part 2. Goal setting:** the 14% of people who have goals are 10x more successful than those without. The 3% with written goals are 3x more successful than the 14%.

**Part 3. Practical:** participants will set goals and work in groups to build powerful new habits to support staying focused to increase productivity that leads to greater balance.

## MODULE OUTCOMES

Templar's **Powerful Habits & Productivity** course teaches participants to understand the importance of building a growth mindset and methods to stay in an expansive mental state. They learn and practice tools and new disciplines such as the Eisenhower Matrix and the benefits of 3-3-3 organization to prioritize productivity and outcomes.

### FORMAT:

**Duration:** 2.0 hours

**Delivery:** Live or remote

**Group size:** 10-25

### PROGRAM OVERVIEW

Templar's Early Career Communications Series is designed by a team of facilitators with deep, hands-on expertise in sponsoring and delivering both as external vendors and internal Learning & Development practitioners.

Each course is practical, with table-top activities and exercises to ensure engagement and content retention.

The modules are stand-alone, yet also built to be delivered as a sequence according to client need. Materials are white-label and can be aligned with broader junior employee engagement programs.

### ABOUT TEMPLAR

Templar Advisors is a global firm that focuses on all aspects of spoken communication in a business setting; from 1:1 meetings, to presentations, sales, team pitches, public speaking and negotiation. The firm offers skill based, practical training with video and peer review for maximum impact.

Key clients include large alternatives managers, major long-only asset managers, leading global investment banks, and multi-national corporates, as well as consultancies, law firms, and other professional service firms.