



My 15 Minutes @ Work

The online, at-your-desk training program that's busting the myth that we need more time to get things done.

- You're chasing your tail at work
- There's an ever-growing work pile and a fear that things are falling through the cracks
- Little jobs trump the big ones and you're not tackling your most important project

My 15 Minutes @ Work provides you and your team with simple, daily tasks that improve your working life, 15 minutes at a time.

You'll advance your sense of organisation and lower your stress, but the real gold in the program is the mindset shift. Once you've experienced for yourself the power of fifteen-minute blocks, you'll find yourself powering through tasks in micro-bursts throughout your day.

With its unique, online structure spread over 15 days (with 6 bonus tasks to increase work-life balance and well-being on weekends), **My 15 Minutes @ Work** won't take you out of the office for training. It's time to put the theories into action. You'll dive right in, at your desk, and get stuck into improvements to your process and mindset that you can tick off your 'to do' list while your first coffee of the day is brewing.

This is stream-lined, smart, savvy training that slips effortlessly into your day and creates powerful shifts in your thinking.

"Brilliantly constructed program. A lot of thought and considered ideas presented in daily emails. Very impressed with constant Facebook interaction. Priority seemed to be value for client. Daily tasks were concise and very doable in 15 minute context."

SB, My 15 Minutes Member

PRODUCT SUMMARY

- Pre-program materials including tips and tools to get you off to a strong start
- A 21-day plan for professional change, containing 15 work-based tasks delivered via email and 6 bonus well-being tasks for weekends, designed in two tiers (senior managers and operational staff)
- Video and audio downloads
- Bonus webinars, podcasts, templates and other resources
- Access to our online Member' Hub, which houses the entire program and bonus resources
- Member only offers
- Optional community forum
- Extra activities, reading lists and resources

PRODUCT CONTENT

Fifteen minutes is long enough to get things done, including tasks like these:

- Reducing decision fatigue by leveraging the most productive times in the day
- Taking a simple action to create a positive ripple effect in your organisational culture
- Recognising where you're 'colouring in the title page' and spending too long on a task
- Deleting emails and unsubscribing from newsletters and regular mailings that don't add value to your work
- Using the Zeigarnik Effect to spend 15 minutes on any aspect of a task in order to create a desire for completion in the brain and avoid procrastination

My 15 Minutes @ Work

Improving your productivity, 15 minutes at a time

www.my15minutesatwork.com.au

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PROGRAM DELIVERY

Once you've purchased the program via our sales page or by contacting us, we'll ask for the names and email addresses of your participants. We'll register everyone in the program and trigger the Welcome email with pre-program resources.

We're happy to take feedback and queries directly from your staff members, so the administration is completely off your hands.

EXPECTED OUTCOMES

- More efficient use of what is often thought of as 'offcuts' of time in the day (time between meetings, or at each end of the day or at any time when there is not a 'clear run' of time available)
- Understanding of our relationship with time and how this influences productivity
- Practical application of mindset / approach in the workplace, through 21 daily 15-minute activities and the supporting materials
- Reduction in overwhelm and procrastination by applying simple strategies and new ways of thinking
- Understanding of how little time some tasks really take to complete and using this to get more done during the day

ABOUT THE FACILITATORS

Audrey Thomas and Emma Grey have each been running successful small businesses since 2009, and together they created the popular and deceptively-simple **My 15 Minutes program** in 2013. This has evolved into a range of programs to meet the needs of busy people both personally and professionally.

Find out all about the co-founders of **My 15 Minutes**, Emma Grey & Audrey Thomas on their About Us page.

\$97

 per person (+gst in Australia)

Volume discount available

CHOOSE BETWEEN 2 VERSIONS

There are 2 versions of the program. The first is suited to managers, team leaders and senior team members. The second is for 'on-demand' team members, contact centre and customer support staff who may have less 'autonomy' over their work and time.

WHAT OUR CLIENTS SAY

"This program is amazing at reminding you how much is possible and it only takes 15 minutes at a time. It re-energised and re-ignited me as an individual set me on a new path of self-discovery and self-worth which benefits every aspect of my life."

JL, My 15 Minutes member

"I knew I would like this program from the moment I read the description! The biggest thing I have taken away is that now if a task seems insurmountable, I think 'I'll just spend 15 minutes on it.' It's a mindset that can help everyone."

Anne George

To purchase this program or discuss your team training needs, please contact:

support@my15minutes.com.au

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