

## Managing Your Energy

Organise your work routine to maximise energy efficiency, gaining control of your time

**Module Duration:** 20mins

*Everything we do is to improve the working life and empower practice staff to help enhance the patient experience.*

This module provides a host of tools and techniques to aid effective energy management in the workplace. By the end of the module individuals will be in a position to identify their energy triggers, recognise their peak performance times and subsequently organise their working routine to maximise energy efficiency. Individuals will gain insight into the four different energy domains alongside energy measures. Ultimately, on completion of the module individuals will be in a position to exercise greater control over their time.

A blended approach is utilised with each module containing relevant theory alongside interactive activities and opportunities for reflection. An end of module assessment will evaluate your understanding of the content covered and individuals will receive a certificate of successful study, whilst a learning review document will allow individuals to recap the key elements covered at another time.

For information about our complete suite of professional development topics, or if you have any other questions, please visit the website:

[www.ararna.co.uk/elearning](http://www.ararna.co.uk/elearning)

or E-Mail:

[elearning@ararna.co.uk](mailto:elearning@ararna.co.uk)

### Managing Your Energy Module Structure

- ▲ An Introduction to Managing Your Energy
  - ▲ Energy measures
  - ▲ Energise your capacity for work
  - ▲ Time vs Energy
  - ▲ How to sustain your energy
- ▲ Understanding Energy Domains
  - ▲ Physical energy
  - ▲ Emotional energy
  - ▲ Mental energy
  - ▲ Spiritual energy
- ▲ Changing your Mind-set
  - ▲ Embedding efficiency
  - ▲ Energy cycles
  - ▲ Energy preparation
- ▲ Module Review Assessment
- ▲ Certificate of Completion (70% pass grade)
- ▲ Module Learning Review Document

### Benefits of Managing Your Energy

- ▲ Organise your work routine to maximise energy efficiency
- ▲ Effective energy management
- ▲ Greater control over your time