

# Effective time management

Part 3- What is "GTD"?  
How does it work?

Part 1- 7 principles of  
Time Management?

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Part 2- What is the "Eisenhower Method"

# Your active lifestyle program

Part 4- Your active lifestyle program

Part 1- How much exercising do we need?

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Part 3- Staying fit at your desk

Part 2- Do you really need a membership?



# How to eat healthy?

Part 3- Simple ways to eat healthy?

Part 1- What we need to know about nutrition?

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Part 2- How to read food labels?

# How to manage stress?

Part 3- 6 techniques to monitor stress?

Part 1- What is the nature of stress?

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Part 2- Is stress good or bad? The stress continuum



# What is Positive Psychology?

Part 4- How to improve well-being with PERMA?

Part 1- About positive psychology. History

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Part 3- Is well-being the same as happiness?

Part 2- What are the roots of happiness?

# How to sleep well?

Part 4- 3 easy ways to protect your sleep cycle

Part 1- How much sleep do we need?

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Part 3- Different stages of sleep?

Part 2- What are the 4 basic principles of a good sleep?



# How to master public speaking?

Part 4- 10 tips to deliver a great speech

Part 1- Overcoming anxiety

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Part 3- Optimize the design of your presentations

Part 2- Put together a compelling story

# How to improve your well-being?

Part 4- Meaningfully engaged

Part 1: Gratitude in Action

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Part 3- Maximizing Positive Emotions

Part 2- Using your Strengths



# Assertive communication skills

Part 4- Scenarios to  
practice

Part 1- Assess your  
communication style

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Part 3- 6 assertive  
communication tips

Part 2- Key principles

# Meditation techniques

Part 4- How to  
practice meditation?

Part 1- What are the  
basics of meditation?

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Part 3- What are the main  
types of meditation?

Part 2- Effects of  
Meditation



# How to live a meaningful life?

Part 4- More meaning into your life

Part 1- What the typical search for meaning?

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Part 3- Artist views of the meaning of life

Part 2- How to pack more meaning into your life? The P. U.R.E model

# Religions and the meaning of life

Part 4- Comfort of religion & purpose of life

Part 1- Western religions

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Part 3- East Asian Views

Part 2- South Asian religions



# How to communicate better with NLP?

Part 4- Practicing NLP

Part 1- What are the  
principles of NLP?

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**Neuro-Linguistic Programming**

Part 3- NLP Techniques

Part 2- Application

# FIRO-B : how to improve your relationships?

Part 4- How to interpret your results ?

Part 1- What is FIRO-B ?

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Part 3- What is a Behavioral Model?

Part 2- What are the 3 FIRO dimensions?



# Great thoughts about the meaning of life

Summary

Part 1- Greek  
philosophers

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Part 3- East  
Asian Thinkers

Part 2- 19/20th  
century Western Views

# Coaching and coaches

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coaching?

Part 1- Coaching  
fundamentals

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Part 3- What are the  
qualities and roles of  
a coach?

Part 2- How to coach?  
Four techniques

# How to best work in teams?

Part 4- Integrated  
performing teams

Part 1- How to build  
a strong team?

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Part 3- How to  
organize effective  
teamwork?

Part 2- What are key  
group processes? How  
to handle team conflict?



# "Flow": how to love your work?

Part 4- Danger and risks?

Part 1- What describes the mental state of flow?

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Part 3- 6 concrete applications examples

Part 2- How to achieve a state of flow?

# How to build self-esteem?

Part 4- How to build children's self-esteem?

Part 1- What is self-esteem?

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Part 3- 12 steps to grow your self-esteem

Part 2- How to measure self-esteem?



# What is critical thinking?

Part 4- How to think critically?

Part 1- Definition & historical evolution

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Part 3- What are the 4 stages of CT?

Part 2- Critical Thinking (CT) skills & process



# How to live longer?

Part 4- How do I adjust my lifestyle for a longer life?

Part 1- Who lives very long? What did we learn from them?

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Part 3- What are the main factors affecting longevity

Part 2- How does the aging process Process? What is the Hayflick limit?

# How to learn effectively?

Part 4- What are future learning trends?

Part 1- What are the various learning style?

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Part 3- How to measure Learning Effectiveness

Part 2- What is instructional design

# How to control your emotions?

Part 4- Assess your emotional intelligence

Part 1- What are emotions?

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Part 3- How to raise your mental power?

Part 2- What drives (negative) emotions?



# Top parenting tips

Part 4- 8 best  
parenting tips

Part 1- Parent and  
children

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Part 3- Principles of  
positive parenting

Part 2- What is your  
parenting style?