



Tejas Pahlajani
Founder & Chief Enabler

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15+ Years across Technology & Development Sectors

Leadership & Management positions at leading organizations



Education

MBA - Indian School of Business and BE - Computer Engineering from Mumbai University



Equist's mission is to **empower** individuals and teams to achieve *greater equilibrium*

We do this by providing the **most impactful productivity knowledge, tools and ideas** that drive positive change

How do I decide which tasks deserve my most attention

How do I make plans that actually work

How do I stay focused in light of numerous daily distractions

How do I manage my mindset and motivation to stay engaged

How do I get enough time to pursue extra-curricular activities and hobbies

How do I take care of my health and still produce outputs at high productivity

Six Productivity Themes



Elements of a **productivity mindset**; Growth vs Fixed mindset; Power of **self-beliefs**

Managing Meetings; Managing Emails (Inbox-Zero); Making Space for Strategic Thinking

Prioritisation matrix, Equist's prioritization framework, worklife balance

The effects of **multi-tasking**; Deep Work / **Focus techniques**; Countering **Digital Distractions**

Planning the **Ideal Day**; Scheduling the **Week for Success**; Defining and Following **Habits**

Building and maintaining a complete list of **projects & tasks**



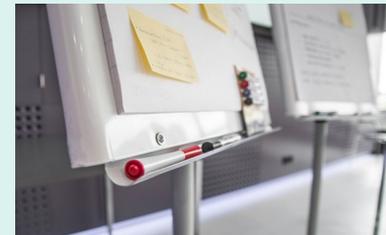
1-2 Hour Talks

A broad productivity overview, key high-impact tips and tricks and 1-2 live exercises



Cohorts

High intensity groups of 10-15 people spanning 6 weeks covering in-depth learning and implementation of productivity techniques



Workshops

Groups ranging from 10-50 people. One or two 3-4 hour sessions covering productivity techniques with multiple live exercises and group interactions



#1 Fundamentals

- Defining Productivity
- Productivity Principles
- Setting Individual Objectives

#2 Mindset

- Growth vs Fixed mindset
- Power of Self Talk
- How to get Feedback that propels you

#3 Prioritisation & Planning

- Weekly Prioritising & Planning
- Forming Habits
- Daily Prioritisation & Planning

#4 Task Management

- Types of Task Mgt Systems
- Managing Projects & Tasks
- Weekly & Daily Tasks Review

#5 Attention

- How to 'omni-task'
- Focus Techniques
- How to manage digital distractions

#6 Triggers

- Managing Meetings
- Managing emails & communication
- Making space for strategic thinking

10

No of sessions conducted

200+

No of participants

4.6 / 5

Average Score



100%

CSAT Score

(Very Satisfied)



Anushree Pandey

Lead - Fundraising and Partnerships at 321 Education Foundation

"6 weeks of these sessions and reflections have brought me closer to understanding a healthy work-life balance. I do not claim to be 100% productive by the end of it (I wish!), but I am inching towards it. Output submissions are on time, my sprint priorities are clear, and I have overcome a lot of stress associated with a hectic workday. I can surely aim for that ideal week now and thank you for that!"

It has been a great journey of learning and understanding for me. The content was precise, and the techniques taught were easily applicable. I loved the check-ins during our reflection sessions and that helped bolster my understanding of what worked and what did not to improve my productivity.



Divya Pinge

Senior Manager, Research at Impact Investors Council (IIC)

"What stood out for me was having a very safe space with other participants to share my experiences, getting validation without judgment and feeling that there's a solution for almost everything."

I've been for similar trainings, but found the real differentiator was Tejas putting in a significant amount of effort in creating original content versus 'text-bookish' material. Tejas was also able to grasp where each person was coming from and share his own relatable experiences"



Neha Beri

Product Manager - Digital Business at Principal Financial Group

"Personal productivity is an extremely relatable subject. So it's all the more rewarding when you take up a course that's so well researched and goes into aspects of productivity beyond techniques and systems."

The course helped me understand practices that would be best suited for my own personal and professional goals without getting overwhelmed. Would highly recommend this course!"