

WORK-LIFE BALANCE

Introduction

Work-life balance is essential to combat stress, ensuring both individual and company success. The stress associated with unbalanced lifestyles is costly; it damages productivity, relationships and increases individual health risks.

Employees and work owners who have the tools to balance their professional and personal lives are happier, healthier, and more productive.

Who Should Attend?

Anyone who wish to get more out of life and get more done in the time they have available.

14-16 April 2020
ONLINE

Objectives

As a result of this seminar, attendees will be able to:

- Understand and identify personal causes of stress
- Apply some of the principles of time management to increase productivity on the job and at home, and enhance the quality of work with less stress
- Understand and recognise the different work styles, and learn to better understand self, to empathise and relate well to people
- Understand the importance of having a goal in life

Day 1:

Introduction:

1. Benefits of a Healthy Balanced life
2. Signs of an Imbalanced life
3. The Importance of a balanced life
4. Balanced life and your health

Day 2:

Managing Stress:

1. Identify the sources of stress in your life
2. Stress Signs
3. Long Term Consequences
4. Home Stress
5. Work Stress
6. Practice the 4 A's

Managing Time:

1. Benefits of Being Organised
2. Time Management Tips
3. The Right State of Mind
4. Work With Procrastination
5. Get it Done Tomorrow
6. Be More Effective
7. Getting Things Off Your Mind
8. Review Your Commitments

Day 3:

Having a Goal:

1. The three P's
2. SMART Goals
3. Job Redesign
4. Priorities
5. The Goal-Setting Process
6. Achieving Goals
7. The Zombie Factor
8. Options in life

