

Achieving a Work / Life Balance



Introduction

The percentage of time we spend working is still on the rise, leaving free time relegated to a few short hours a week, and life can seem like one long work day after another. This course is for people who want to do something about it, it is an opportunity to step back, take stock and find ways to make changes.

Who should attend

This course is suitable for anyone wishing to manage their work - life balance more effectively.

Duration

1 day

Course Outline

- ◆ Identify the roles and activities which require different levels of attention
- ◆ Exert more control over their time and energy
- ◆ Improve workload management with practical techniques and approaches
- ◆ Assess current life-work balance and understand the affect it has
- ◆ Understand the causes of imbalance
- ◆ Identify our roles in terms of life and work responsibilities
- ◆ Discover 7 practical ways to cope with too much work
- ◆ Learn how to cope with competing demands and maintaining concentration
- ◆ Discover what drains us and what fuels us
- ◆ Understand the energy 'barometer' and manage energy levels
- ◆ Analyse your own priorities and protect them
- ◆ Discover strategies for upgrading the quality of your life and nurture your well-being
- ◆ Discover 'depth' activities which have a stabilising effect
- ◆ Create life and work goals

How to Book

You can choose from the following options:

- ◆ Call our TRAINING CENTRE on 01189 778562
- ◆ Email us at our specially designated TRAINING CENTRE address:

info@mass-trainingcentre.com

