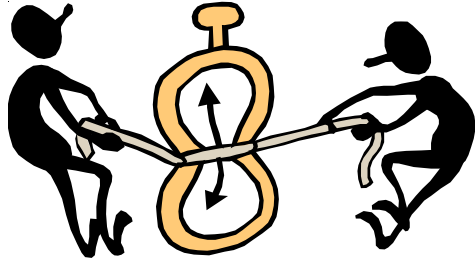


Balancing Work and Life

How to Put Your Values to Work



Work smarter, not harder, by making effective choices on how you spend your time

Renew work and life commitments

Have you lost focus of what is most important to you? Do you have setbacks that prevent you from achieving your goals? Does your life feel out of control? When you determine your top values and then invest in those values, you will make more effective choices on how to spend your time and energy. By forming new habits and systems, you will eventually gain more control of your work and personal life.

Who should attend

This program is easily tailored for all levels, from individual contributors to team leaders to managers. **Balancing Work and Life** is especially helpful to individuals who are overwhelmed with the changing demands of work and personal responsibilities.

What you will learn

Our values give meaning to our life and work and provide personal fulfillment. Knowing the values that are most essential to you will enable you to make the best choices and help you keep your life in balance.

In this program you will:

- ◆ identify your essential values
- ◆ determine if your current goals provide the opportunity to attain your values
- ◆ set SMART goals that are compatible with your values
- ◆ plan each day and set priorities
- ◆ identify and manage your top timewasters
- ◆ distinguish between important and urgent tasks
- ◆ manage stress and make the most of your energy level

Program format

Balancing Work and Life is a hands-on workshop that enables participants to create a stronger balance in their professional and personal pursuits. Using an *Invest in Your Values* self-assessment instrument, participants will prioritize what is important to them. The program includes a formula for writing SMART goals and individual and group exercises to encourage participants to break old patterns and create healthy habits. The program concludes with a personal action plan for achieving goals and leading a more balanced and productive life.

Creative Communications & Training, Inc.

Debra Hamilton, President
1614-0 Union Valley Road #140, West Milford, NJ 07480
Phone (973) 697-3455 ◆ Fax (973) 697-3849
E-mail: Debra@businesslunchandlearn.com

