

Achieving Work-Life Balance

The Real Art of Time Management

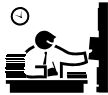


- ❑ Want to be more productive at work?
- ❑ Lead more effectively?
- ❑ Have more time with your family?
- ❑ Enjoy your leisure time more?

A balance between work and life activities means:

- better health
- more effective working techniques
- happier relationships

The future is a state of constant change; workplaces can be complex, exciting and challenging. Discover first-hand that it is possible to change the way you live your life, keep pace and achieve much more - all without undue stress.



Learn how to:

- Assess your current reality – where am I now? and why?
- Clarify what's working for me now & what is not?
- Understand how people respond to pressure – and why;
- Program personal values, visions and goals for success;
- Build reflection into your frenetic schedule;
- Question habits and work practices that are time-wasting
- Master simple essentials for planning - diaries, work records, deferred tasks
- Think strategically, prioritise and then 'let go';
- Understand the importance of planning - why it is vital for business success
- Recognise your own pet time-wasters and pull them under control
- Share the load a little, delegate and get the monkey off your back!
- Commit to actions that lead to a more balanced and productive life;

Benefits

- Meet deadlines with equilibrium and increase your self-confidence
- Try out and then take away a personal toolkit.
- More effective working environment and relationships
- Leading to more satisfied, focused team members, greater productivity and improved performance!

Positive Change Consulting is a dynamic organisation which offers creative, practical, cost-effective, tailor-made solutions for your business requirements

Contact us today on 03 9563 4028 or at admin@positivechange.com.au. Ask us also about the possibility of government funding for your training initiatives.

IMPROVING PERFORMANCE THROUGH EFFECTIVE LEADERSHIP

What Others Have Said:

- ◆ *"Thoroughly enjoyed this session... it helps you to think about your position and focus. Thanks."*
- ◆ *"I'm not going to set limits on myself again."*
- ◆ *"I need to put things in perspective – One step at a time."*
- ◆ *"I can now acknowledge achievements as my milestones."*
- ◆ *"Good use was made of practical examples and concepts were explained clearly"*
- ◆ *"Don't let your self-esteem get tied up with your job"*
- ◆ *"The notes provide a copy to use and reflect on at a later time"*
- ◆ *"Reminded of the importance of writing down goals"*
- ◆ *"Practical suggestions for making change happen and dealing with change"*
- ◆ *"Skills and strategies that are practical and achievable"*
- ◆ *"Great package! Thanks so much for your insights"*
- ◆ *"Practical and inspiring"*

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About Jennifer McCoy.....



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Jennifer is an inspiring, practical, thought-provoking expert who brings creativity and a sense of humour to all her workshops and clients.

Jennifer McCoy is the principal behind Positive Change Consulting. She has a wealth of experience in people management training and coaching. She specialises in using coaching and mentoring strategies to build leadership skills, develop teamwork and improve communication – assisting organisations to improve performance through people.

Jennifer is:

- An Alumni member, Institute of Executive Coaching, Australia Pty. Ltd.
- Contracted to the Australian Principals Centre [ACER] as a Coach in its *"Coaching for Experienced Principals"* program.
- A Registered Trainer/Coach - Quality Management, Plexus Australia.
- A sessional lecturer in *HR Management* and *Small Business Management* in the Australian Catholic University's Master of Management program.
- **Author:** **"2 Way Feedback.** How to build more effective staff relationships through culture of constructive feedback"

She has worked with a wide range of industries:

- Small to Large commercial organisations
- Health, Aged Care, Local Government, Emergency Services, Superannuation
- Education - Australian Principal's Centre, Deakin University, University of Ballarat, Australian Catholic University, Individual schools