

Achieving Work Life Balance:

To Be balanced and achieve harmony



Introduction

Better work life balance is often top of the personal goal lists for business people today. This is not surprising given the fast pace at which our modern world operates, and in today's uncertain times, we are finding ourselves having to do more with less and respond and adapt quicker and more decisively to keep on top different challenges each day brings.

Do you find yourself stretched in a multitude of directions? Are you feeling compromised that you are not covering everything the way you want to? Do you find yourself conflicted over where to focus your efforts? Or are you just feeling tired and frazzled trying to fit everything in?

The benefits that you will enjoy from mastering the art of balance include finding more joy in what you are doing, feeling happier, attract more of the positive things you want, make better choices and decisions, have greater energy and engage in more effective problem solving.

If you want **To Be** balanced, confident that you are focusing on the right things, and have the energy that comes from operating at peak performance levels in all aspects of your life, then this is the workshop for you.



Workshop aims:

Through this workshop, you will:

- Get clear on how the scales of balance are currently weighed in your life and identify areas that need to be rebalanced
- Reconnect with what's most important and find the joy in what you are doing
- Uncover attitudes and behaviours that are preventing you from achieving the balance you want
- Get focused on the tools and techniques that will help you achieve balance in all aspects of your life
- Get started on applying what you have learned and developing new approaches that will increase your effectiveness
- Apply the principles of work life balance using personalised systems that you can work with every day

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Workshop Content

Self Awareness <ul style="list-style-type: none">➤ Reveal how you are currently balanced➤ Understanding what your balance behaviours are and what traps you fall into➤ Find out what motivates and energises you➤ Clarify what is important to you and build your personalised balance map	Principles and Processes <ul style="list-style-type: none">➤ The Happiness Principle➤ Personal mission, vision and values➤ Value-based goals➤ Managing your energy➤ Achieving balance
Tools and Techniques <ul style="list-style-type: none">➤ Wheel of life➤ Value based goal setting➤ Saying no➤ Overcoming procrastination➤ Maintaining disciplined focus➤ Managing overwhelm	Putting it into Practice <ul style="list-style-type: none">➤ Each participant will develop a learning agenda and outline the results they want and the time frame for achieving them.

Workshop Outcomes

You will be able to:

- Understand and measure your current work life balance and recognise the attitudes and behaviours that you have developed which negatively impact on your ability to achieve balance
- Clarify what matters most
- Identify your personal and professional values and develop goals that are aligned to these
- Plan effectively, focusing on top priorities
- Understand how to prioritise tasks and goals
- Apply techniques for staying in balance
- Gain control of competing demands on your time
- Build a personalised system that enables you to stay focused and in control



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Workshop Benefits

Through this workshop, you will learn the skills that will enable you **To Be** able to:

- Clarify the attitudes and behaviours that are holding you back so you can address them
- Understand your own barriers to successful work life balance overcome them
- Identify and eliminate tolerations
- Understand how to develop goals that are energising and aligned with what matters most
- Identify your key priorities
- Learn how to gain control of the chaos and the competing demands so you can focus on what's most important
- Reduce your stress and manage your workload more effectively
- Increase your productivity through effective planning and prioritisation
- Increase your confidence as you gain more control over your personal and professional activities
- Manage communication overload and deal with distractions

Learning Process

We strongly believe that for participants to get the most out of this programme, it must occur as a process rather than a one off event. Therefore this programme follows a process that enables learners to assess their current work life balance, learn techniques and processes that will enable them to improve your effectiveness in achieving better balance and apply a system that will enable them to stay focused and on top of things as they move forward. Participants engage in pre-work in preparation for the programme. The pre-work is designed to encourage participants to increase their self awareness so the workshop content is more meaningful to them. The workshop facilitation is designed to promote experiential learning to enable the learning to stick.

Duration: This is a one day programme with pre-work and six months of group coaching follow up to support participants to fully integrate the changes into their lives. Shorter sessions are also available.