

# Time & Stress Management

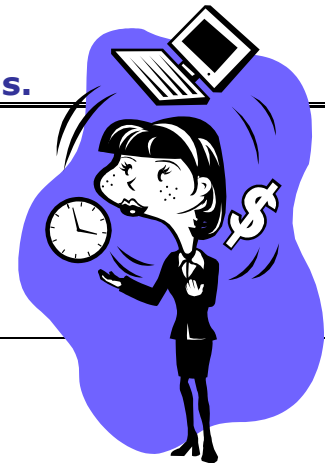
**Learn how to make time work for you so you remain energetic and positive, and balance competing demands.**

*"I never seem to get the chance to really enjoy myself anymore! If only there was more time."*

How many times have you said this to yourself?. Trying to balance workloads and family issues leaves you wondering where all the pleasure in life has gone.

The good news is that there *are* enough hours in the day – you just need to make good choices about how to use them effectively.

Learn how you can squeeze more fun and enjoyment out of your week and feel as if you have more time in your life.



**Did you know you can waste up to 2 hours a day searching for stuff that you know you have but just can't find!?**

**This interactive one-day workshop will provide you with tools and techniques to:**

- ✓ analyse the use of your time and identify your individual time-stealers
- ✓ prioritise and plan for greater effectiveness
- ✓ apply the 80/20 rule
- ✓ distinguish between what is important and what is only urgent
- ✓ overcome procrastination
- ✓ communicate workload issues to others in your team
- ✓ control email overload
- ✓ clear the clutter: organise your desk and paperwork
- ✓ handle more effectively phone calls, visitors and meetings
- ✓ manage conflicting demands
- ✓ make your meetings more productive
- ✓ develop new strategies for finding more time at work (and in your personal life) to do the things that matter most

**You will leave with an action plan of time saving tips that you can implement immediately.**

## **Your facilitator: Glenda May**

Glenda is a corporate trainer/facilitator and organisational psychologist. Her goal is to help others enjoy life and achieve work-life balance.

Glenda certainly puts her ideas into practice! In 2009 she achieved two of her personal goals: 1) to exercise in some way every day and 2) to read 100 books per year.

Clients include GE, AXA, ANZ, National Australia Bank, HP, PwC, BOC, CSL, Holden, Australia Post, Oxfam, State Government, Cricket Australia.

**The following comments were made by participants in Glenda's workshops in 2009:**

*"I definitely received value from your training and my old habits have not taken control of me again. Things are certainly looking better here!"*

