

## **SUBJECT**

### **Time and Energy Management When There is No Time Walking the Talk of Life Balance**

In the “old days,” perhaps fifteen years ago, time management was the key to being organized and productive – to getting things done. Today managing time is half the equation and managing your energy in a 24/7 world is the other half. And, most of us haven’t a clue of what it requires to maintain a high level of energy when we are accessible twelve hours a day. Gaining the ability to rejuvenate, to refresh our selves and maintain the energy necessary to compete can be lost in the daily rush of coping. We hear about losing our quality of life as a consequence of pace and stress. Here our focus is on helping stressed, overcommitted individuals gain a more effective life balance with happiness and personal satisfaction as a product. Managing time is still essential. Managing energy is the key to happiness and a more balanced life.

Essential to this is a new ways of thinking about your life, seeing how you work and building tools and skills for coping more effectively. Our drive toward more technology and increasing efficiency has come at a heavy price in terms of leader stress. Since we are not going to turn back the technology clock, the key is to prepare ourselves to manage the accompanying stress more effectively and utilize our time and energy better.

#### **TIME TOPICS**

- 20% Revisiting the changing nature of work over the past two decades is a necessary beginning point, if we are to understand how to change the consequences of the increasingly oppressive 24/7 workplace.
- 50% Teaching leaders how to maximize their time and energy by providing new approaches to life balance requires new information, tools and the opportunity practice them. More effective time and energy management are the best weapons against the insidious stress that drains a leader’s productivity at work and often diminishes their happiness at home.
- 30% Good intentions from a one- day workshop often are not very helpful without a specific strategy and commitment toward meaningful change. This segment is dedicated to helping create the change so essential if the participant / leader is to be successful in translating his or her learning to their workplace and to their family.

#### **WHO SHOULD ATTEND**

Any leader who feels out of control of their work-life, who feels stressed at home and has a limited repertoire for coping with such realities, will find this workshop useful. It is practical and should help those attending to deal better with their own life balance, and, at the same time, allow them to model new approaches for those who depend on them both at home and work.