



Work-Life Balance

Course Description:

Many believe that you should separate your work-life and personal-life. Well that is easier said than done. The truth is that we can't, therefore the goal must be to create a happy life at home and at work. This allows you to bring either life into the other in a way that increases your effectiveness. If your personal life is well, this will positively impact your work-life and if your work-life is well, this will positively impact your personal life.

Course Objectives:

After completing this class, you will begin to see you how to balance your work and life. You will learn how to overcome the challenges of managing your work objectives while nurturing, maintaining and developing your personal relationships, health, hobbies and general wellness.

- Define work-life balance
- Learn how to manage your day to create better work-life balance
- Develop work-life balance goals
- Learn how to say “no”
- Get clear on what you really, really, really want?
- Accept responsibility for your own work and life results
- Increase your focus and avoid distractions
- Learn how to improve your relationships for greater results
- Align your work goals to your life goals
- Increase the quality time in your relationships at work, at home and in your social life