

Course Outline Work/Life Balance

Achieve real balance at work and home, and between friends and family. Find out how to manage stress and juggle multiple roles within your busy schedule. Tips for ending each day with a sense of accomplishment. Learn how to redirect your energy and focus on what really counts - YOU!

In just 1 day...

- Top tips for managing your time commitments more effectively.
- Find a better balance between work and home.
- Learn how to stay positive and eliminate self-defeating behaviors.
- Identify what's really important to you.
- Stressed? Find out how just 10 minutes of planning can save you hours every day.
- Just relax...simple steps to reduce the stress in your day.

Course Modules

1. **Where Does The Day Go?**
2. **Highest Priorities**
3. **Finding Balance**
4. **Handling Stress**
5. **What's Important?**

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