



"Time & Stress Management"

An Interactive Workshop
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.

Your facilitator:

Glenda May

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

Glenda certainly puts her ideas into practice! Recently 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, Cricket Australia.



Glenda's latest book "52 Ways To Get More Time in Your Life" offers a wealth of information on how to make the most of your time.



Course content:

- Analyse the use of your time and identify your individual time-stealers
- Prioritise and plan for greater effectiveness
- Applying the 80/20 rule
- Distinguish between what is important and what is 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

The workshop is conducted in an informal and mutually supportive environment.