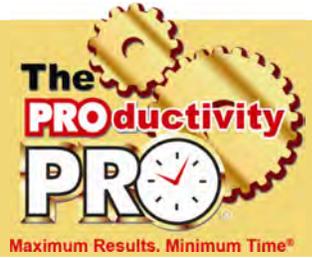


# BALANCING WORK, FAMILY, AND YOUR SANITY

Get More Done in Less Time and Leave the Office Earlier



## PROGRAM DESCRIPTION

Successful people don't trade personal satisfaction for professional achievement. They know high performance depends on both. You work hard all day at work and then go home—to the second shift—the one you don't get paid for. To avoid the peaks and valleys of productivity created by balancing the urgent demands of work and personal life, professionals must be able to balance both without sacrificing either. When you discover the right mix of time and accomplishment in both arenas, you'll rediscover vision, vitality, and meaning in your life!

## COURSE OBJECTIVES

» Establish your governing purpose and values.	» Create rituals with your family to reconnect during stressful times.
» Describe a personal vision for the right mix of work and life.	» Determining appropriate technology limits when you're with your family or on personal time.
» Design your "ideal" life and allocate time according to your values.	» Distinguish between "negotiable" and "non-negotiable" activities.
» Set appropriate boundaries and stick to your guns, saying "no" creatively.	» Develop strategies to manage and create discretionary time.
» Stop thinking about work and enjoy your personal time when you're at home.	» Learn shortcuts, systems, and routines that get personal chores done more quickly.
» Refuse to do everything yourself and ask for help when you need it.	» Be more efficient at work, so you can complete your tasks and get out of the office on time.

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