



2 day custom program
WORK-LIFE BALANCE
and TIME MANAGEMENT

Lead Yourself

**Shine
Leadership**

Be aware of your personal and work goals – and set up a regime that will support you, not suck energy out of you.



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More information at:
ShineLeadership.cz

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Why choose this program?

- Understand the key principles of time management and work-life balance.
- Promote a healthy lifestyle, healthy work relationships and collaboration.
- Increase personal competence in the area of stress prevention and working with time.
- Understand your own personality type when working with time.

Who is it for?

For all those who want to stop for a moment, do an inventory of their work-life balance habits and define their time and energy “eaters”.

Topics

- Personal satisfaction audit, self-reflection on “Time and I”
- Basic principles of time managements
- The roots of proper time management and personal productivity ta
- Recommendations on how to work with time – a group workshop
- How to work with self-motivation and not burn out
- How to deal with stress and not get hurt
- How to be in good shape – sources of inner energy
- Active body and mind exercises – recommendations on how to keep energy and enjoy a work day

Methods and techniques

An active training program based on participatory learning techniques with an emphasis on the needs of the group and some theory of basic principles.