



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.



Jitka Jilemická
lecturer

More information at:
ShineLeadership.cz

Contact person
Mgr. Šárka Pojerová
Managing Director
sarka.pojerova@ShineLeadership.cz
+ 420 603 711 594

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.

QR code – a fast way to reach us

1. Turn on your camera app and aim it at the QR code. If a link to our website appears, click on it and it will take you straight to us.

2. If you own an older smartphone, just download one of the many available free apps for reading/ scanning QR codes, and use it.



Shine Leadership s.r.o.

Office and Training Centre Hradčanská: Milady Horákové 116/109 B, 160 00 Praha 6
Main Office: Suchbátská 1273/3, 165 00 Praha

ShineLeadership.cz