



## WORK-LIFE BALANCE

### Objective

Is your work and personal life balanced? This training will support you in developing a good balance between your work and personal life. We focus on a number of practical issues concerning your work and private life and the impact it has for your energy level. The workshop helps you to examine what inspires you and what really is important to you. This training also provides you tools in how to make better choices how to monitor your limits.

By the end of the training, participants will be able to:

- Understand where the balance is disturbed
- Understand the activities that energize you and those that drain your energy
- Understand what influences your stress and how to reduce the effects
- Gain insight in your own motivation
- Gain practical tools to better plan and "managing time"
- Learn how to stay true to yourself in turbulent times

### Summary of content

- Awareness of your personal battery and energy
- What motivates you and how to make this visible
- Wishes and desires regarding work – life
- Recognize stress signals and how to respond appropriately
- How do you monitor your limits and communicate these to your surroundings
- How to work systematically (both work and private) and set proper priorities.
- Understanding your way of working and your preferred behavior
- How to be proactive to keep balanced
- Development of a personal action plan

### Structure

This training includes personal coaching sessions, individual exercises, and group work. This training is tailored to your organization's needs. We also offer the training as public course.

### Recommended participants

Suitable for all office and knowledge workers who want to develop a good work-life balance.