

# SETTING PRIORITIES AND CREATING LIFE BALANCE WORKSHOP

Set priorities and gain life balance!

We strive to balance our professional and personal lives with a full schedule. We want to live life to the fullest and be productive with a sense of peace and relaxed control.

This workshop, based on Getting Things Done: The Art of Stress-Free Productivity by David Allen, is a cornerstone to productivity and creating life balance.



Where leaders gain perspective!

## PARTICIPANTS WILL LEARN HOW TO:

- Gain control of their daily workflow and to maximize how they use time to do the most important things
- Apply time management and organization techniques into their daily routine for increased personal and professional effectiveness
- Identify principles and strategies that will allow them to achieve a greater sense of balance, productivity, and enjoyment of work and life

**DURATION:** 8 hours

**PARTICIPANTS:** 10 minimum; 30 maximum

**SCHEDULE:** Contact us to schedule a workshop



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