



Success by Design (Work-Life Balance)

CATEGORY: Time Management, Work-life Balance

WHO SHOULD PARTICIPATE: All staff

METHODOLOGY: Lecture, discussion, in-class activities, group-work, analysis and planning work

LANGUAGE: Chinese, English or bilingual

DURATION: 2 Days

- Program Overview** **Making Time for the Things that Truly Matter to Achieve Work /Life Balance**
- Understanding fundamentals of goal setting and prioritizing to create a compelling future
 - Discovering what is most important to you and developing a system for writing goals at work
 - Developing a system for planning and control in carrying out those goals
 - Identifying time wasters and inefficient behavior
 - Using powerful tools such as STOP questions as a guide
- Program Objective** **To define and create measurable success criteria for work/life effectiveness through:**
- Measurement and analysis of current time allocation habits
 - Identifying costs and inefficiencies of behavior
 - Articulating core values and setting goals that link to personal vision
 - Action planning based on clearly developed plans
- Key Benefits** **What can people learn from this course?**
- Understanding fundamentals of goal setting and prioritizing to create a powerful new results
 - Discovering what you value most and developing a system for writing and tracking goals at work
 - Developing a system for planning and control in carrying out those goals
 - How to break inefficient habits and overcome self-imposed barriers to achieve new levels of personal effectiveness