

# Work-Life Balance

## Course Description:

Many believe that you should separate your work-life and personal-life. Well, that is easier said than done. The truth is that we can't; therefore, the goal must be to create a happy life at home and at work. This allows you to bring either life into the other in a way that increases your effectiveness. If your personal life is well, this will positively impact your work-life, and if your work-life is well, this will positively impact your personal life.

## Course Objectives:

After completing this course, participants will begin to see how to balance work and life. They will learn how to overcome the challenges of managing work objectives while nurturing, maintaining, and developing personal relationships, health, hobbies, and general wellness.

In this course, participants will:

- Define work-life balance.
- Learn how to manage the day to create better work-life balance.
- Develop work-life balance goals.
- Learn how to say 'no'.
- Get clear on what is truly wanted.
- Accept responsibility for one's own work and life results.
- Increase focus and avoid distractions.
- Learn how to improve relationships for greater results.
- Align work goals to life goals.
- Increase the quality time in relationships at work, at home, and in social life.

