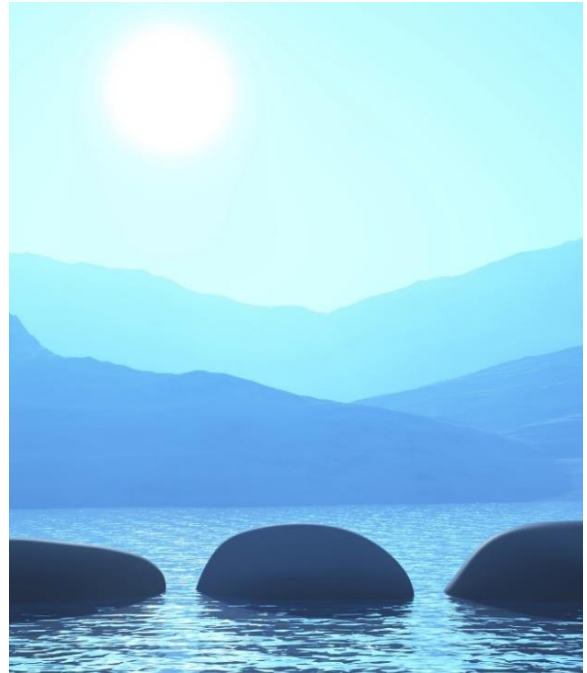


HOW TO MAKE TIME FOR YOUR WELL-BEING

Participants will leave this training with well-being practices and time management skills to help them transition back to the office. This workshop will provide actionable tools to feel more in control and less stressed as well as rituals to maximize focus.

During this workshop participants will:

- Complete a time management audit to identify well-being “musts” and other top goals;
- Learn time management strategies for focusing on the most important things, not just the urgent ones;
- Create well-being habits to start and end each day right;
- Develop a system for planning efficiently by using a Daily Action Plan to prioritize top work items and self-care actions;
- Master techniques for controlling emails and other interruptions;
- Learn how to become more proactive and to take action on longterm projects;
- Establish rituals to maximize productivity and focus.



Eva Wisnik is a certified Health Coach and has trained over 7,000 law firm professionals in Time Management. She is the former Director of Recruitment & Training for two large law firms and has conducted over 800 training programs for attorneys and business professionals since 1996.

To learn more, visit our website at www.wisnik.com or call **212.370.1010**



Since starting her business in 1996, **Eva Wisnik** has conducted training programs for more than 120 law firms nationwide.