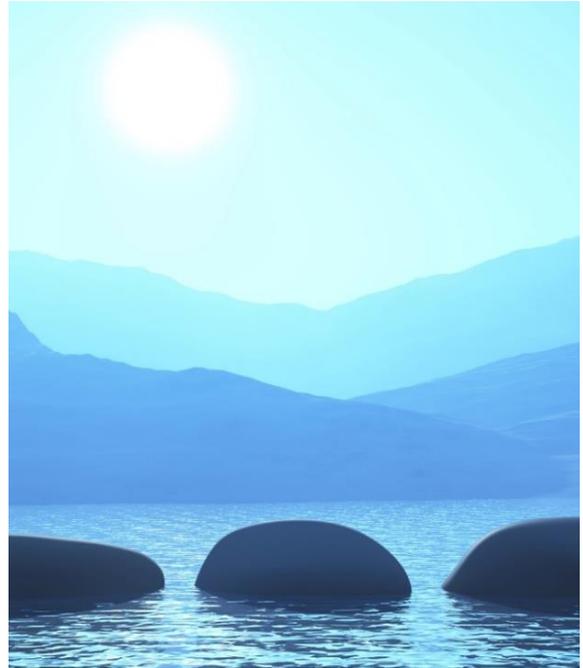


# HOW TO MAKE TIME FOR YOUR WELL-BEING

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

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 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 long-term projects;
- Establish self-care practices to fuel focus and productivity.



*Eva Wisnik is the author of Your Fairy Job Mentor's Secrets for Success and the former Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. Since starting her business in 1996, she has conducted more than 800 training programs for more than 120 law firms nationwide. She is certified in the Covey Time Management System and as a Health Coach through the Institute for Integrative Nutrition and holds an MBA from Fordham.*

To learn more, visit our website at [www.wisnik.com](http://www.wisnik.com), email [ewisnik@wisnik.com](mailto:ewisnik@wisnik.com) or call **212.370.1010**



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