

Achieving Work/Life Balance

Finding that optimal balance between work and life is challenging. The balance-point is different for every person and changes over time. Achieving work/life balance is an investment in your well-being, health and happiness, but it's worth the effort!



Benefits:

- Improved relationships with family, friends and co-workers.
- Lower stress levels, higher quality of life.
- Increased productivity at work while creating greater harmony at home.
- More leisure time to spend with loved ones, or time for you.
- Clearer, more realistic expectations and ability to achieve goals.

Experience true satisfaction, joy and fulfillment as you switch from being stressed, frustrated and overworked to living the life you love.

This fun interactive workshop will show you how to enjoy life while dealing with the hectic pace of the 21st century.

Presented by: Carey McMaster, Certified Trainer/Facilitator

LOCATION	DATE	VENUE
Belleville	Tuesday, January 17, 2012 Registration: 9:15 – 9:30 Workshop: 9:30 – 4:00	Holiday Inn Express 291 North Front Street, Belleville, ON Meeting Room: Don Ross A&B
Peterborough	Thursday, January 19, 2012 Registration: 9:15 – 9:30 Workshop: 9:30 – 4:00	Holiday Inn Peterborough Waterfront 150 George Street North, Peterborough, ON Meeting Room: Garden Court
Brantford	Tuesday, January 24, 2012 Registration: 9:15 – 9:30 Workshop: 9:30 – 4:00	Best Western Plus – Brant Park Inn 19 Holiday Drive, Brantford, ON Meeting Room: Alexander Graham Bell
Mississauga	Wednesday, January 25, 2012 Registration: 9:15 – 9:30 Workshop: 9:30 – 4:00	Best Western Toronto 5825 Dixie Road & 401, Mississauga, ON Meeting Room: Sunset Hall
Barrie	Thursday, January 26, 2012 Registration: 9:15 – 9:30 Workshop: 9:30 – 4:00	Holiday Inn Hotel & Conference Centre 20 Fairview Road, Barrie, ON Meeting Room: Oro/Essa

REGISTRATION INFORMATION

Registration

Space is limited. Registrations will be accepted based on space availability for each venue.

Registration Fee is \$169.00 per person plus HST after January 1, 2012.

Early Bird Special

Registration paid before December 16, 2011 ONLY \$129.00 plus HST
Registration paid before December 30, 2011 ONLY \$149.00 plus HST

Confirmation

A confirmation email will be sent to you at the time of registration and payment. This email serves as a receipt and confirmation of your registration. If you do not receive confirmation before your scheduled event, please call 1-866-788-0411.

Cancellations and Substitutions

Cancellations received in our office at least two (2) weeks prior to the event are subject to a \$50.00 administrative fee per person.

Cancellations received less than two (2) weeks prior to the event are non-refundable.

Substitutions are accepted without additional charge.

Access

Please contact us if you have questions about wheelchair access.

Achieving Work/Life Balance Agenda

The day will consist of group activities, personal exercises, skills development and inter-active discussions, all leading to personal well-being and renewed optimism.

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|---------------|---|
| 9:30 – 9:45 | Introduction |
| 9:45 – 10:00 | Wheel of Life – Personal Assessment <ul style="list-style-type: none">• Money• Work/Career• Physical Environment• Personal Growth• Friends & Family• Significant Other/Romance• Health• Fun, Creativity & Recreation |
| 10:00 – 10:45 | Visioning Exercise |
| 10:45 – 11:00 | BREAK |
| 11:00 – 11:30 | Getting Organized |
| 11:30 – 12:30 | Goal Setting/Time Management <ul style="list-style-type: none">• Creating SMART Goals• Prioritizing• Creating Action Plans• Juggling Priorities |
| 12:30 – 1:30 | LUNCH |
| 1:30 – 2:15 | Money Matters <ul style="list-style-type: none">• Basic Rules for Money Management• Streamlining Your Finances |
| 2:15 – 2:30 | BREAK |
| 2:30 – 3:45 | Stress Management <ul style="list-style-type: none">• Stress – What is it?• Coping Strategies• Lifestyle Choices• Preventing Stress• Stress Busters |
| 3:45 – 4:00 | Closing Comments |

McMASTER

Business Consultants

50 Mather Road, Bancroft, ON K0L 1C0
Tel: (613) 334-1256 Toll-free: 1-866-788-0411

Email: mcmaster@hughes.net
www.mcmasterbusinessconsultants.com

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REGISTRATION FORM

PLEASE CHECK PREFERRED LOCATION

- Belleville Jan 17/12 Peterborough Jan 19/12 Brantford Jan 24/12 Mississauga Jan 25/12 Barrie Jan 26/12

Participant Information

Organization:	
Address:	
First Name:	Last Name:
Job Title:	E-mail:
Telephone:	Extension:

For multiple registrations, please complete Multiple Registration Form (attached)

Payment Information

Cheques can be made payable to McMaster Business Consultants

Method of Payment

- Cheque Visa MasterCard

Credit Card # _____

Expiry Date _____

Name on Card _____

# Attendees	Registration Fee	Total
	@\$ p.p.	\$
	HST 13%	\$
	TOTAL	\$

Mail to:

McMaster Business Consultants
50 Mather Road
Bancroft, ON K0L 1C0



Secure registrations can be made on-line using the following link.

<http://form.iotform.com/form/13251421201>

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MULTIPLE REGISTRATION FORM

PLEASE CHECK PREFERRED LOCATION

Belleville
Jan 17/12

Peterborough
Jan 19/12

Brantford
Jan 24/12

Mississauga
Jan 25/12

Barrie
Jan 26/12

Participant Information

Organization:

Address:

Participant #1

First Name:

Last Name:

Job Title:

E-mail:

Telephone:

Extension:

Participant #2

First Name:

Last Name:

Job Title:

E-mail:

Telephone:

Extension:

Participant #3

First Name:

Last Name:

Job Title:

E-mail:

Telephone:

Extension:

Participant #4

First Name:

Last Name:

Job Title:

E-mail:

Telephone:

Extension: