



Life in Balance, LLC.

Own your Time™

Time Management & Productivity Training

Outline: This interactive and entertaining training is meant for all who struggle with managing their time and their practice. It is especially helpful for busy women lawyers and practicing attorneys who are trying to achieve some work/life balance. Learn how to increase practice revenue, decrease stress, manage distractions and improve productivity- and find time for yourself.

At the completion of this training, participants will be able to....

- Identify their own particular time wasters and adopt strategies for eliminating them.
- Recognize the variety of causes of procrastination and apply techniques to overcome them.
- Clarify and prioritize objectives and goals.
- Adopt appropriate strategies for dealing with interruptions.
- Use practical techniques for organizing work.
- Reduce time spent in meetings.
- Learn to delegate and work more effectively.
- Immediately increase revenue through prioritization (for sales pros)
- Find work/life balance.
- Put an end to multi-tasking.
- Learn to stop letting tasks get in the way of prospecting (for sales pros)
- Plan and prioritize schedules.

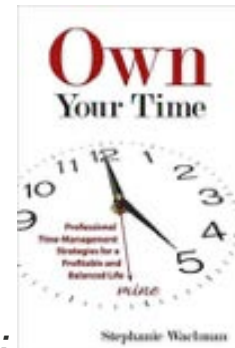
Program Details: Own Your Time™

- The book: (Own your Time by Stephanie Wachman will be available for sale)

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About Stephanie Wachman:

Stephanie Wachman, Stephanie is a Certified Executive Coach, Author, Speaker and Trainer specializing in helping professionals achieve their goals by tapping into their natural abilities. She was born in Montreal, Quebec Canada where she received her BA in Communications from McGill University. She is the author of OWN your Time; professional time management strategies for a profitable and balanced

life. Stephanie became interested in understanding how her clients could improve their home and work lives after seeing so many of them suffering from a deficit in work/life balance. Through one-on-one coaching, group coaching, and workshops, Stephanie works within all levels of an organization in areas of time management, business development, leadership, conflict management and corporate culture.

Stephanie has over 25 years of experience in marketing, product management, sales, national sales management and business development working with attorneys to help them grow their practice. Stephanie's business and sales skills were honed in small companies and Fortune 500, publicly-traded companies. She has received recognition for her achievements in mentoring individuals and teams.

Stephanie is past-president of the International Coach Federation, Colorado Chapter and lives in Denver with her husband and two sons. She has her coaching certification from CTA and is certified from iSEI (Emotional Intelligence).

She enjoys international travel, skiing, hiking, golfing and camping.

Stephanie's has been featured on 9News Denver and The Entrepreneur Pros Radio show on 560AM Denver and published in ColoBiz online and 5280 Magazine.