

Change Champions & Associates presents:

Manage Your Energy Rather Than Your Time

3 Hour Workshop



If you are over trying to manage your time so that you can do everything on your wish list on time all the time, this workshop might be for you. Join Char Weeks for this practical and inspiring workshop which could change the way you do everything.

Wednesday 6 September 2017 from 09.30-12.30

The Business Centre, 365 Little Collins St Melbourne

Register today!

<https://www.eventbrite.com.au/e/manage-your-energy-rather-than-your-time-tickets-34062371470>



You might be a whiz at electronically prioritising your task list. You might have been pre-selected to the Australian Multi Tasking Team for the next Olympics. You might be V8 powered and not only, “can do” but, “always deliver”. That might make you very popular especially, around people who really do believe that when you want something done, you best ask a busy person. But being a high powered, high performer consumes time and energy. Sometimes that great speed and efficiency can be offset by a diminished quality of output or a missed detail that is time consuming and costly to rectify. More seriously, it can lead to burn out and in severe cases depression and an inability to work.

**The challenge is to maintain equilibrium of getting
our work done without running out of gas at
500m before the finishing line.**

How much time do you allocate to managing your energy every day?

Time management alone, doesn't always allow for contingency, emergency or bushfire planning. Like, the call from your boss to meet in their office “right now”, or the key staffer down with the flu, the “drop everything” urgent report that was originally due next week or the “he said, she said” that you have been asked to step in and sort out with your usual impartial efficiency etc.

It's no surprise that many managers and teams go home from work stressed, grumpy and exhausted from basically managing a world of distractions from the main game ie getting the job done to the best of our ability. That deflation and perhaps a little letting off steam about the work day may not bring much joy to the family dinner table.

If only we could shift our thinking from managing our time to managing our energy.

In this 3 Hour Workshop we will discuss:

- What managing your energy actually means
- What happens when you try to manage your time without simultaneously managing your energy
 - Impact on your team and team culture
- How you can save time, increase your productivity and go home less tired by more effectively managing your energy.

You will leave inspired and energised with practical tips on how to:

- ⇒ Manage your energy every day
- ⇒ Create a more productive and more joyful culture in your work place

Your Facilitator is Char Weeks

Char Weeks GAICD, GCCM, CHE, BA is a Certified Executive Coach and a Member of the International Coaching Council. She is also a Genos Certified in Emotional Intelligence and trained by Kathryn McEwen in Resilience at Work and the R@W@ Model.

Char particularly enjoys working with emerging managers and those who embrace the idea that life is one continuous learning curve. Char is passionate about the effective management of change, especially as it impacts on people. She understands systems change, advocates for organizational learning and positive culture development.

She has worked on many change programs in complex organizations and across disciplines, mainly in the health, health industry, government and not for profit sectors.

This workshop can be run in your facility in metropolitan, regional, rural and remote areas in all states and territories. Ask about our reasonable rates by email at info@changechampions.com.au or phone or SMS 0467635150

Registration

WORKSHOP: **Manage Your Energy, Not Your Time**



CHANGE CHAMPIONS
& ASSOCIATES

Delegate 1 Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: _____

Given Name: _____

Company/Organisation: _____

Position: _____

Address: _____

State: _____ Postcode: _____

Telephone: _____

Email: _____

Special Diet: _____ Disability Assistance: _____

Delegate 2 Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: _____

Given Name: _____

Company/Organisation: _____

Position: _____

Address: _____

State: _____ Postcode: _____

Telephone: _____

Email: _____

Special Diet: _____ Disability Assistance: _____

___ x registrations @ \$125 inc. GST each

TOTAL AMOUNT PAYABLE (AUD incl. GST) \$ _____

PAYMENT METHODS

Charmaine Weeks T/A Change Champions & Associates
ABN 49 833 110 992

1. PREFERRED Register ONLINE at EVENTBRITE

Simply visit Eventbrite

<https://www.eventbrite.com.au/e/manage-your-energy-rather-than-your-time-tickets-34062371470>

and click on Tickets. You will then receive a confirmation email and printable tickets.

2. Pay on your Credit Card & email your registration form to info@changechampions.com.au

Card No. _____ 3 digit CVC code: _____

Expiry Date: ____ / ____ / ____ Cardholders Name (PLEASE PRINT) _____

Amount : \$ _____ Cardholder's Signature: _____ Date: ____ / ____ / ____

3. Pay by cheque/money order

Please make cheques/money orders for your **registration fees only** payable to Charmaine Weeks

4. EFTPOS

Account name: Charmaine Weeks

Bank: Westpac

BSB: 032 569

Account No: 196 411

Ref No: Energy (Your surname)

5. Request an invoice (All invoices must be paid prior to the workshop)

Name & position title of person responsible for payment : _____

Email address: _____ Ph: _____

MAIL: Charmaine Weeks
P.O. Box 302, Kew, Victoria 3101
info@changechampions.com.au

Your registration will be confirmed by email.

*CONDITIONS APPLY

You must pay on a credit card at the time you register if claiming a discount for online registration and payment.

Delegate Cancellation Policy

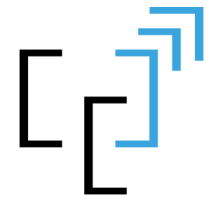
A 50% refund will be offered for cancellations received up to 28 days prior to the seminar. No refunds will be given between 0-27 days prior to the seminar but replacement delegate names are accepted. If you have an unpaid invoice as at the first day of an event and for any reason do not attend, we will pursue payment as we will have already incurred costs on your behalf. Applications for cancellations and substitutions of delegates are **only accepted in writing** by email to info@changechampions.com.au. The cancellation policy also appears at <http://www.changechampions.com.au> at the bottom of the home page under terms and conditions.

I have read and understand the conditions and delegate cancellation policy. (Sign below)

_____ signed ____/____/____ date

IN HOUSE:

Expression of Interest Form



CHANGE CHAMPIONS
& ASSOCIATES

WORKSHOP: Manage Your Energy, Not Your Time

Name of Contact Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: _____

Given Name: _____

Company/Organisation: _____

Position: _____

Address: _____

State: _____ Postcode: _____

Country: _____

Telephone: _____

Email: _____

The Master Class would be for the following organisation:

At what address/facility would the in-house Master Class be held?

Approximate number of delegates? _____

Preferred dates (to be negotiated) _____

State preferred times _____

PLEASE EMAIL THIS FORM ONLY TO:

info@changechampions.com.au

Change Champions & Associates will then get in touch to discuss the possibilities