

*Change Champions & Associates presents:*

# Manage Your Energy Rather Than Your Time

3 Hour Workshop with Char Weeks



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 28 June 2017 from 09.30-12.30**

The Business Centre, 365 Little Collins St  
Melbourne, Victoria

[www.changechampions.com.au](http://www.changechampions.com.au)



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](mailto: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 <https://www.eventbrite.com.au/e/manage-your-energy-not-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](mailto: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](mailto: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**

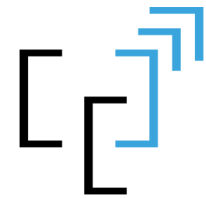
A 50% refund will be offered for cancellations received up to 28 days prior to the seminar. No refunds will be given between 0-27 days prior to the seminar but replacement delegate names are accepted. If you have an unpaid invoice as at the first day of an event and for any reason do not attend, we will 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](mailto: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](mailto:info@changechampions.com.au)**

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