

# Not Enough Time

This workshop will offer strategies that are effective in helping us all manage time. You will learn:

- Your time management practices;
- Strategies for managing day-to-day, short-term, and long-term goals;
- How to sort through what you need and want to do;
- How to develop a new strategy that is manageable and works for you.

You will come to this workshop feeling the constant pressure to meet your goals as well as the needs of others. You will leave with a plan of what you need to do, what others can do, and how you will find time to meet your goals and take care of yourself.



# Make Your Plan Work

This workshop will discuss-

- The obstacles - that occur when starting a new venture,
- Symptoms and causes - of things going awry,
- A framework - for understanding best practices,
- A plan for assessing or correcting - your course of action.

You will begin the workshop with questions and possibly feeling discouraged. You will leave with a renewed sense of optimism and a plan for taking your ideas to the next step.



Chaika Unlimited

Linking Strategy to Results

Presents A Series of Workshops

with

Helene Chaika Fausold Ed.M.

# Choosing A Direction

This workshop will provide you with the support and tools to help you define your new course. You will learn:

- What skills you already have;
- How to revisit your vision and values;
- How to do what is manageable at this point in your life;
- To develop a new plan and workable strategy.

You will come to this workshop knowing that you are venturing into unknown territory. You will leave with a plan and strategy that works for you, your goals, and your new life.



# Managing Change

This workshop will provide valuable information that will help you better navigate change. You will learn:

- The basic characteristics of the change process;
- Reactions from yourself and others;
- How to successfully manage the process;
- How to welcome change in the future.

You will come to this session feeling annoyed, stressed, and possibly exasperated at the number of changes you encounter each day. You will leave with an understanding of the change process and strategies for successfully managing the changes you encounter.



## Make Your Plan Work - Workshop Description

Even the best made plans don't always work the way we intended. We start with an idea, a need, or a desire to make a change. You write it down. It all looks good on paper and seems crystal clear. In reality, there can be a large gap between planning meaningful action steps and turning them into reality. There can be:

- ◇ Unanticipated glitches that take time to sort out.
- ◇ New activities or procedures that are difficult to incorporate into the current structure,
- ◇ Difficulty gaining traction that result in poor momentum, a discouraged attitude, and ultimate dismissal of the best intended goals.

*Understanding those effects and the influence they have can help us clear hurdles and gain clarity. We can then successfully move forward.*



## Not Enough Time -

### Workshop Description

Any time we are changing direction, charting a new course, or just living our day-to-day lives, we need time to visualize, plan, and implement. There never seems to be enough time. Our projects, activities, and dreams remain undone; and we are left feeling discouraged and may eventually give up on trying to reach new goals.

*There is often more to do than we feel that we can possibly accomplish.*

*There are 24 hours in each day and what is important is that we learn how to put them to the best use.*



## Managing Change -

### Workshop Description

It seems that change is the norm in everything we do; things seem to be constantly in motion and what we're doing one minute may be done differently the next time. Whether changes are expected or unexpected, they always present a certain amount of shock value and require adjustment to our routines.

*Change can often times be a very positive thing even though we may not see it at the time. Now is the time to learn to make change work for you!*



## Choosing a Direction

### Workshop Description

There are times, for one reason, or another that we need to adjust our direction or maybe change it altogether. Whether it is a matter of changing circumstances or personal decisions it calls for innovation and a time to create a new path.

*Anytime we venture into unknown territory we are facing new challenges, even if that's what our instinct tells us that's where we should go. Embarking on a new path is an adventure. It means putting aside our comfort zone in order to plan and make room for something new.*