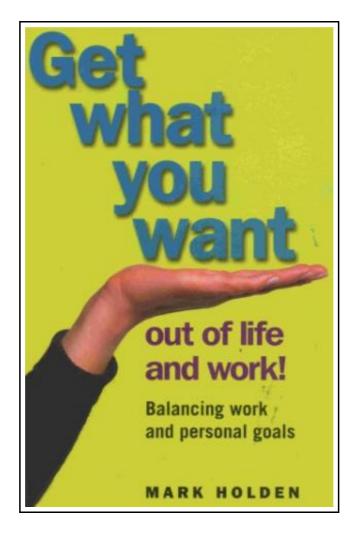
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Allen & Unwin/Viva Books, 2008. Softcover. Book Condition: New. 5th or later edition. 15 x 23 cm. We all know that work is an essential and rewarding part of our lives. However, too often we concentrate on it to the exclusion of other equally significant life areas. A better work-life balance will bring you contentment and fulfilment that will be felt in all parts of your life. Mark Holden shows you how to define your true goals and how to go about attaining them, while enjoying getting to know yourself along the way. Mark Holden introduces the four principles of balance and offers practical ways to apply them to the seven key life areas: spiritual, family, career, financial, health, social and self. You can learn how to devote more guilt-free time and energy to neglected areas and apply the principles of balance to achieve your ideal state. These practical lifemanagement tools are all you need to redesign your life and take charge of your destiny. Contents Part 1: To begin? Chapter 1: Warning! Your boss could be trying to kill you. Work to live, don?t live to work? Chapter 2: Is your life totally out of control? Finding balance? Part 2: Principles of balance? Chapter 3: Principle 1 - Seek simplicity. Keep it simple, stupid? Chapter 4: Principle 2 - Invest in the things you value most. Putting your values to the test? Chapter 5: Principle 3 - Work to a master plan. Creating your new reality? Chapter 6: Principle 4 - Learn to say ?No?! Sorry isn?t the hardest word Part 3: Some practical issues ? Chapter 7: Mission impossible. Have a career and a family too?.yeah right! ? Chapter 8: Take control.they won?t even notice it?s happening. Managing your boss?...



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