

The Energized Admin Pro

Life can be healthy, balanced and fun.



Administrative professionals play many different roles, most involve taking care of people, places and things in one form or another. But who takes care of the caretaker?

Stress expert and Energy Coach, Cindy Kubica shows you how to transform your work life from chaos to clarity and make it *healthy, balanced and fun!*

The Energized Admin program series contain the best of Cindy's most popular programs with topics geared specifically toward the unique challenges that administrative professionals face every day. These high-energy, high content, and highly interactive programs will super-charge the mind, body and spirit of the admin pro.

"The World Belongs to the Energetic"

—Ralph Waldo Emerson

Three energy filled programs to choose from:

The Energized Admin

(keynote, breakout 75 min.—3 hours)

Are you ready to get energized? Learn how to turn negative stress into positive energy by cross-training your thoughts, setting boundaries with a word, and adapting a new attitude about your Self-Health Habits™. The result: a healthier, more energized administrative professional.

P.S. Positive or negative energy is contagious. Get energized and become *positively* contagious.

The Energized Zoo Keeper

(keynote, breakout 75 min.—3 hours)

Are you surrounded by a zoo? The Lions want it done their way—and fast; the Peacocks think everything should be fun and color-coded; the Lambs take on more than they can possibly do in a day; and the Owls are quiet and cordial, then zap you with an email later. Learn how to capitalize on the uniqueness of each of the animals in your zoo.

P.S. When you understand what motivates them it's easier to get them to play nicely.

The Energized Admin: Life In Balance

(keynote, breakout 75 min.—3 hours)

Is your workday balanced and fulfilling or are you overwhelmed and stressed? Do you attract people who are positive and cooperative, or negative and uncooperative? Do others pile on tasks without consideration to what you need to get done? Do they respect you or walk all over you?

Learn to effectively communicate boundaries that solicits respect. Learn to let go of unhealthy perfectionism and the need to 'over' please that only adds unnecessary tasks to your to-do list.

P.S. Doing this for yourself benefits others. You'll feel more energized and balanced, and able to give others the best of you, not the stressed of you™.