



### **Biography**

Brenda Robinson

Brenda is a speaker, trainer, writer and consultant. She is the founder and president of The Robcan Group. Her Bachelor of Arts was earned at Brandon University and her Master of Education at Simon Fraser University. She has been addressing groups for over thirty years about communications, humour, laughter, positive working skills and wellness in general. Her workshops and presentations are in high demand. She has authored four books and created an Audio CD set to help people to develop these skills.

Brenda grew up on a farm close to Minnedosa, Manitoba and continues to stay connected to her family there. She now lives in Sherwood Park, Alberta where she and her husband, Len have their training and development business. Brenda and Len have five children and nine grandchildren.

Brenda believes that we are on a life-long learning journey. It should be enriching, exciting, interesting and above all, it should be fun!

### **Session topic**

(Interactive – Humorous – Fast paced)

### **Title: Balancing Personal and Professional Responsibilities**

#### **Overview:**

Are you going faster and getting farther behind? Do you feel like just when you catch up, there is something else that needs to be done? The truth is that we may never catch up again and we need to learn to enjoy that!

Practice creative procrastination and learn to say "not me" in positive ways. Take charge without taking all the responsibility. There are things that have to be done - do they have to be done by you? Seek solutions instead of getting stuck in the problems. Do what works!

#### **Topics:**

Balancing Who You Are and What You Do

Letting go of "getting it all done"

Setting priorities for best results

Becoming a "solution seeker"

Balancing "important" and "urgent"

Planning with the end in mind

Personal and Professional Balance

Working to Live vs. Living to Work

Establishing Positive Personal and Professional Boundaries Learning to say "no" and "not now" in positive ways