



THE V-EDITION

October 2016

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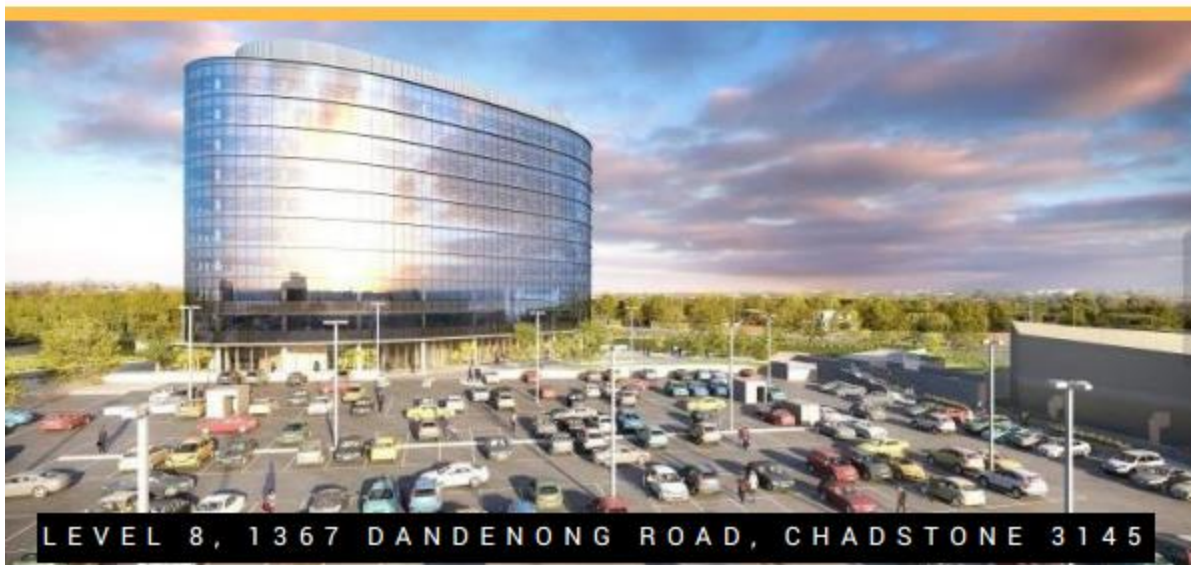
LEVEL 32, 200 GEORGE STREET, SYDNEY, NSW 2000



COMING
SOON!

We are very excited to announce that VCSO is expanding!
Two brand new offices commencing in November.

For enquiries please call 1300 788 292 or email us on
info@vcs.com.au



LEVEL 8, 1367 DANDENONG ROAD, CHADSTONE 3145

ACHIEVING THAT WORK-LIFE BALANCE

Try these simple tricks to maintain peak performance at work...



EXERCISE

Don't have a gym membership? No worries! Just take a brisk walk during your lunch break. It can be highly revitalizing and is proven to assist in work-life balance and reduce stress levels. Managers who encourage fitness within the work place will likely find employees return to work energized, focused and more productive overall.

PRIORITIZE, PRIORITIZE, PRIORITIZE

Among your list of things to do identify the most important tasks making it easier to recognize where you can start and where you can end for the day. Taking just ten minutes to prioritize your tasks for the day ahead can lead to diminished stress levels, fewer decision dilemmas and increased job satisfaction increasing your overall work-life balance.



SET SPECIFIC GOALS

Take your list of priorities and turn them into definite and measurable goals. Most organizations see a dramatic increase in employee performance when they effectively set individual employee goals closely tying them to the company's overall strategy.

BE PROACTIVE

Make juggling multiple tasks as simplified as can be by taking the time to plan ahead and anticipate what your colleagues or managers may request. Learning how to tackle tasks more readily and skillfully allows you to be more productive, avoid drawbacks and experience faster professional growth.

