

The logo for Jennifer Jefferies features three circles: a dark purple one at the top left, a white one at the bottom left, and a light green one at the bottom right. The text 'jennifer' is in a white sans-serif font, and 'jefferies' is in a light green sans-serif font with a registered trademark symbol.

jennifer
jefferies®

7 steps to sanity

For anyone who wants to have it all
without sacrificing their health, sense
of humour or sanity along the way.

Jennifer Jefferies

SECOND EDITION
Revised and Updated

What's going wrong in our workplaces?

- United Nations called workplace stress a '20th century disease'.
- World Health Organisation called it a 'worldwide epidemic'.
- In 2002 New Zealand redefined the word 'harm' to include mental and emotional stress in Workplace Health and Safety legislation.
- Costing Australia in excess of \$105 million per year.
- Costing US \$300 billion per year.
- Research by Grand United Corporate Health found 4 out of 5 Australian workers experience work-related stress daily or weekly.
- A balanced and healthy workforce = increased productivity and performance.



Sanity Saver Tip #1
Change the way you look at your world - if you make having fun a priority you'll have fun.

What are the 7 Steps to Sanity about?

A simple, practical, realistic and effective lifestyle management program that helps people to have it all without losing their health, sense of humour or sanity along the way.

It's not about slowing down, down-shifting or opting out...it is about giving people the tools to manage all aspects of their lives and better cope with and enjoy their work and home lives more.



Sanity Saver Tip #2
Get the energy-sucking foods out of your diet: refined, processed grains and sugars, excess tea, coffee and soft drinks.

Who is Jennifer Jefferies?

Life Balancing expert Jennifer Jefferies is one of Australia's best-known authors and speakers and she has a prescription for modern living. Her powerful message is of work, life and balance – and how to have it all through *7 Steps to Sanity*®.

Jennifer is a qualified health practitioner, but better than that, she's also a real person who has travelled the road to corporate burnout where she decided to change her life and help others to learn what she did about the importance and benefits of living a life in balance.

Today Jennifer speaks to corporations throughout Australia, Asia, USA and New Zealand, sharing practical real-life strategies that help people to improve their health, wellbeing and productivity by finding balance in their lives. Jennifer is a refreshingly down-to-earth, engaging and informative speaker who leaves her audiences feeling empowered about the things they can do to achieve balance in their lives, rather than feeling guilty about what they're not doing!

Jennifer is the author of *7 Steps to Sanity*® and seven other health-related titles.



Sanity Saver Tip #3
Make a choice based on
quality not quantity today.

7 Steps to Sanity

keynote

presentation

Cracking the balance myth: how work/life balance can help you achieve even greater productivity

The *7 Steps to Sanity* are for anyone that wants to have it all without losing their health, sense of humour or sanity along the way. Jennifer shows us how to achieve more success and happiness by learning how to manage ourselves, our time and our lives. With uncommon common sense Jennifer will show your team how they can incorporate simple lifestyle changes into their every day that will help them to feel better and achieve more than they ever thought possible.



Sanity Saver Tip #4
Choose the hardest task on your 'TO DO' list and do it first.

7 Steps to Sanity workshops

- **Keeping your most valuable employee happy**

We all have at least one problem employee to deal with – ourselves. We are all our own worst critics and often go out of our way to make life difficult and uncomfortable for ourselves. It's time to learn how to motivate and manage yourself so that you can put in your best performance every day.

- **Secrets of thinking sharper and performing better**

The standard food groups we've learned to live by are sapping your energy and robbing your vitality. Learn about the new food pyramid and eating plan that will restore your energy, vitality and enthusiasm.

- **Learn how to plug into limitless energy**

Sick of feeling tired and listless? What if there was a guaranteed way to put more energy back into your day that didn't involve caffeine or artificial stimulants? Well, there is and it's as simple as using your body, find out how.

- **When did you forget that all this was supposed to be fun?**

Remember when you dreamed of being in the very situation you stress about today? Or did you dream of something different and wonder how you got here? There was a time when we all felt like life would be a wonderful adventure...and it can be again.

- **Pulling it all together: how scheduling can help you make time**

We all have the same amount of time given to us every day, but why do some people seem able to extract more out of their day than others? It's because they've learnt to identify priorities for all areas of their lives and to make time for everything through scheduling.

- **Are you living within your limits?**

If you are, it's probably a shame. We create limits for ourselves that block our thinking and restrict our lives. Learn how to let go of your limits and achieve more than you ever thought possible.

- **This news just in: you are only human**

Why is it that our human faults, fears and frailties have to stop at the office door? It's time we all let each other in on a secret: we're all only human, so let's choose to give ourselves a break. It's time for a new perspective, let's learn to plan for the future but live for today and to enjoy each day rather than wishing our lives away.



Sanity Saver Tip #5

Say thank you and accept help graciously when offered.

7 Steps to Sanity product options

- Online Mentoring Program
- *7 Steps to Sanity* and *Sanity Savers* Books
- Workplace Sanity Savers
 - Aromatherapy Workplace Kit
 - Sanity Saver Essential oil
 - Chill Out Essential oil
 - Play More Essential oil
 - Electric Vaporisers / Car Vaporisers



Sanity Saver Tip #6
Plan for play, schedule
time to play everyday.

Company and employee benefits

- Employer of choice brand
- Positive attitude to self and work
- Reduced absenteeism
- Reduced stress levels
- Increased productivity
- Increase in physical and mental performance
- Improved communication
- Achieve standards of excellence without stress



Sanity Saver Tip #7
Schedule 15 minutes of quiet time with yourself today.

Testimonials

● *“We ‘Thank You’ for trekking to DC to meet with us and our managers, your session was extremely refreshing, well-grounded, and well-timed for all of us.”*

Peta-Sue Hellmann

IFC, The World Bank, Washington DC, USA

● *“I found her a breath of needed fresh air. She made a lot of sense.”*

Laurie Helker, CSR Starbucks Coffee Company, Seattle USA

● *“Thank you just doesn’t seem to be enough. Your ability to interact with the audience is amazing and it was wonderful to see everyone laughing and having a fantastic time.”*

**Chris Bourke, Breakfast Convenor
Australian Institute of Office Professionals**

● *“We have had very positive feedback from our staff, they really enjoyed the sessions.”*

**Lea Harris,
Personal Insurance, Assessing & Claims, IAG**

● *“As the Wrigley company were investigating how we could implement a work/life balance program we could see immediately that Jennifer would be an asset to our company.”*

**Fiona Laslett and Jenny Purdy,
PLD Managers, The Wrigley Company**

● *“Participating in the 7 Steps Program has proved to be a constructive team building exercise and the results speak for themselves. Staff demonstrated positive changes to their health and wellbeing – both inside and outside our work environment.”*

**Gary Elliott,
General Manager, Grand United Health Fund**

● *“Your personable approach to the topic made it enjoyable and stimulated interest with participants eager to ask questions. Your message was very sobering and timely for members working in a high stress meeting and events industry.”*

**Alison Johnson, Branch Development Officer,
Meeting and Events, Australia**

● *“Your session was lots of fun and definitely made an impact on all of the attendees.”*

**Liz Matthews Organisation Development
Marketing, Caltex, Sydney**

● *“I would like to take this opportunity to thank you for coming to Shanghai and Guangzhou to share with us your professional knowledge. Our customers were deeply impressed with your experiences and knowledge in this field, they were also very touched by your passion.”*

**Andrew Mok, Managing Director
Improve SPA and Beauty Ltd China**

● *“Jennifer’s no nonsense, straight forward approach to a healthy lifestyle is easy to grasp and she further captures her audience with her sense of humour and quick wit.”*

**Alison Mead, National OHS Coordinator,
Minter Ellison, Melbourne**

● *“Your presentation was relevant to the audience, informative and entertaining.”*

**Catherine Kingman, President,
Women in Finance, Sydney**

Sanity Saver Tip #8

Grab a handful of almonds for an afternoon tea snack.