

## **Managing the Challenge of Full Plates Through Mindfulness**

### *A Workshop for Administrative Assistants*



**Featuring LS Business Solutions Presenter  
Jennifer Vondenbrink**

**Thursday, January 18, 2018  
at the MSAA Office, Franklin**

**Sign-In/Registration:** 8:30 am to 9:00 am

**Workshop:** 9:00 am to 1:00 pm

**Fees:** \$75 per person; includes light breakfast,  
materials and lunch

In this workshop we will begin by discussing the impact of the hectic day of the administrative assistant. We will talk about how we are affected personally, as well as, working relationships. From here we will discuss a common stressor, workflow and “urgency addiction.” In this conversation you will be introduced to tools and communication techniques to move to a more productive state.

Because social media, texting, and email are such an important component of today’s world, we will include a conversation on how to manage this endless flow of information input.

We will conclude the workshop learning how to bring mindfulness to work, especially when plates are full or overflowing. You will be given tools and resources to bring more mindfulness to your personal and professional life.

#### **In this session you can expect to learn:**

- How to juggle multiple priorities.
- How to assess, manage and have difficult conversations with co-workers, bosses, parents and students.
- How to utilize simple mindfulness techniques throughout the day to reduce internal stress which in turn helps reduce overall office stress.
- Activities to practice prioritization, stress reduction and mindfulness.

Managing daily demands while handling difficult conversations can make anyone’s job challenging. Throw in the stress of the online 24/7 world, and you find yourself juggling an ever overflowing plate.

**Jen Vondenbrink** is a nationally recognized authority on moving people outside their comfort zone. From her career with Starbucks Coffee Company, she learned coloring inside the lines isn't always a formula for growth. Today she engages companies ready for change, especially when it comes to social media, as the owner of LS Business Solutions located in North Attleboro and Foxboro, speaker, and soon to be author.

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