



ABOUT SIMA SAFAEE

Author of 'How to set goals and reach success' - 7 steps to GAP (Goal Achieving Process), Sima Safaee is a certified life coach, motivational speaker, wellness educator and business adviser.

Sima has been working with Southern California businesses and service communities for over 10 years in the arena of personal excellence. She offers motivational seminars in several convenient formats: a five-minute speech, a one hour lecture, half day and one day workshops, as well as a six-week course. For corporate clients, she creates dynamic, custom-tailored programs that use individual empowerment to maximize work performance. She teaches people how to take charge of their lives, become more effective, eliminate stress, achieve balance and harmony.

Sima is a graduate of Life Coaching Institute, has a B.A. in Mathematics, and an Associate in Underwriting (A.U.). Prior to coaching and consulting, Sima spent 15 years working for several major insurance companies as Senior Underwriter, Group Manager and a Team Leader.

Member:

- International Coach Federation
- National Association of Women Business Owners - Mentorship Committee
- Association for Women in Technology -Mentorship Committee
- American Metaphysical Doctors Association
- Life Coaching Institute

Speech Topics:

◆ How to Set Goals and Reach Success - 7 Steps to GAP (Goal Achieving Process).

Step by step techniques with exercises and examples to help you set goals, achieve them and create the life you dream. You also will learn answers to the following:

- Why 93% of people fail in goal setting?
- What's the difference between a wish, a task and a goal?
- Does being active and having an active lifestyle means you are happy and satisfied?
- Is writing down your goals enough?
- How often should you review your goals?
- Should you approach your short term and long term goal the same?

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- ◆ **7 Ideas to Help You Increase Your Self Esteem:** Self Esteem affects every aspect of our lives. Learn what is Self Esteem, and how to identify low Self Esteem. How is Self Esteem enhanced or eroded in school, at work, in a family system, during social interactions in the community? What is the relationship between Self Esteem and anti social behavior? Learn steps to improve Self Esteem and become the “self-actualized person” and the “fully human person”.

- ◆ **Time Management - Respect Yourself.** Time management means if we don't have goals than we are working to achieving someone else's goals. We must organize our time so we can accomplish our most important goals as soon as possible. You will learn:
 - 12 principle of Time management,
 - 8 steps to determine key priorities,
 - 7 ways to master your time,
 - 7 major time wasters and how to deal with them and
 - 5 time saving ideas.

- ◆ **Stress Relief!** Learn about Stress, and Self Control skills to minimize it. Stress is the response we have to events in our lives. Think of stress as the “wear and tear” that events have on our bodies and psychological health. Learn about some of the physical and emotional signs of stress, and the effective strategies for remaining calm under stressful situation.

- ◆ **Strategies and Techniques for Highly Effective Communication.** Understanding yourself. According to Dr. Carl Jung people have different psychological preferences, which give them a different perspective on situations. The Insights Discovery system provides an in-depth understanding of these individual differences, which are fundamental to:
 - Understanding organizational and cultural requirements.
 - Understanding the differing needs of people in relation to motivation and leadership.
 - Improving communication and co-operation.
 - Building effective and high-performance teams.
 - Improving relationship dynamics.