

Sharon Teitelbaum, MA, MCC – Work-Life and Career Coach

Empowering you to claim your work-life goals

Biography - Sharon Teitelbaum

- Master Certified Coach, International Coach Federation
- Graduate of Coach University
- Recognized author, speaker, and entrepreneur
- Master of Arts, Boston University
- Bachelor of Arts, Northwestern University
- Married for 30 years and mother of two accomplished young women



Sharon Teitelbaum, MA, MCC

Sharon brings years of experience and training to her coaching practice. Since 1995, Sharon has been helping harried professionals balance the demands of career, family, and personal growth with outstanding success. As one of her clients shared:

“I am firmly convinced that having [Sharon] as my coach was an important factor in taking the steps to make a bigger life change. My “big picture” is now much more aligned with my values. I have learned how to manage my workload and my life so that I am rarely stressed, overworked, or overcommitted -- this is a very welcome and needed change.”

Prior to establishing her coaching practice, Sharon enjoyed a rich and varied career in education and business as an instructor, facilitator, project manager, and computer systems analyst at leading companies and institutions in the Boston area, including Boston University, Polaroid, and Abt Associates. In addition, she also created and ran a successful freelance business as a database application developer.

Today, Sharon is a noted coach, author, and speaker who is often quoted in the media about work-life balance issues. In 2005 she published her first book, *Getting Unstuck without Coming Unglued: Restoring Work-Life Balance*, which provides solid, proven techniques and strategies for recovering perspective, restoring balance, and finding the time and energy to truly enjoy what is most important in life.

As a mother of two young women and married for 30 years, Sharon understands first-hand the challenges of creating balance and integration within a full life. In addition to work-life balance issues, she also has direct, personal experience with career change and midlife transition. She uses her skills and training, along with her personal experiences, to enrich her coaching relationships and training/speaking engagements.

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Speaking and Training Topics

The following topics can be prepared in a variety of formats, depending upon a client's specific needs; each topic can be delivered as a keynote, a one-hour lunch-and-learn, and a half- or full-day format and tailored to the needs of a particular audience.

Getting Unstuck Without Coming Unglued: Restoring Work-Life Balance©

(Also known as: **Avoiding Burnout: Five Strategies for Restoring Work-Life Balance**)

What does work-life balance really mean, and what does it actually require of you? In part it involves eliminating the energy drains in your life — the things that drag you down and drive you nuts — and doing more of the things that restore you and bring you joy. This presentation offers a framework for understanding why it's so critical to everyone in your life — and most especially you — that you keep your batteries fully charged. It also offers practical, hands-on strategies for how to pull this off when the demands on your time are constant and insatiable. You'll get to look at some of the classic themes and issues underlying high achieving women's often-ambivalent attitudes toward work-life balance and the ineffective behaviors that can result. Bring your challenges!

Creating Relief: Stress Management for Professionals

This program utilizes a powerful self-assessment instrument that allows participants to identify the TYPES of stress they are experiencing, and at what level. It results in a personal profile that illustrates where individuals are *in balance* in their lives, and where they are headed for *burnout*. Even more importantly, it offers *very specific remedies* for the *very specific kinds of stress* identified. Each participant can leave this workshop with a plan of action directed at reducing the specific types of high stress he/she is experiencing. This workshop consists of an introduction to the assessment and the topic in general, completion of the assessment itself, and a debrief process where people can work with their results and come up with an actionable plan for dealing with their personal sources of burnout stress. Often used in combination with other training topics, this assessment is consistently identified by participants as one of the most valuable components of the overall training. (Available in a two-hour format; may be combined with another topic to create a one-half day event.)

Coaching Skills for Managers

Research indicates that employees are more likely to leave a job because of their managers and supervisors than because of any other aspect of the job or the company. Are you concerned that your own management style may not meet the needs of your reports? Are you concerned that some of your managers may be driving valuable employees away? Keeping or losing key employees often depends on the manager's ability to coach them through workplace, career, and work-life balance challenges. This workshop helps managers enhance the effectiveness of their coaching skills by giving them the opportunity to learn and practice techniques for:

- Improving their listening and relating skills
- Empowering and challenging reports
- Advising and strategizing
- Enhancing their skill in developing members of their team
- Troubleshooting classic employee challenges
- Being a resource to your team

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Delegating: Expand Your Capacity

What's so hard about delegating? Why WOULDN'T you get help wherEVER you could, considering that the demands on your time are constant and insatiable? This presentation offers a look at some of the classic themes and issues underlying professional women's often-ambivalent attitudes toward delegating and the ineffective behaviors that can result. It offers practical, hands-on strategies for addressing the most prevalent delegation challenges (bring yours!), and makes a case for your becoming a much more effective delegator. Find out why it's critical to your career, your organization, your family, and yourself that you become fluent in this skill -- and pick up some new on-the-ground skills for doing so.

Managing Your Focus and Energy to Reach a Big Goal

Okay, you've identified that huge goal that will be the dominating and organizing principle in your life for a while. Given that this will be an endurance event, not a sprint, what changes do you need to make so that you can sustain the effort over the long haul? In what ways can you strengthen your self-management skills to meet the demands of this next chapter? This session offers a framework for understanding why it's critical -- to the success of your project and to your personal sustainability -- for you to actively and intentionally manage your focus and energy. It also offers practical, hands-on strategies for how to pull this off when the demands on your time are constant and insatiable.

Managing Change

Whatever anticipated change is bringing you to this training, chances are you are wondering how you will manage something new with an already full plate. You may also be concerned because you know that change can be confusing and emotionally exhausting, depleting your already overtaxed energies. So, whether you are learning a new job, considering a career change, navigating organizational transitions, coping with changing family relationships, facing health or wellness issues, the multi-tasking skills you have successfully developed in the career arena may not be sufficient to handle these new phenomena. This workshop is designed to help you to manage change in the face of unrelenting time pressures from your professional and personal lives. You will be given some tools to help develop new skills for keeping yourself nourished and hydrated during times of change.

Especially for MOMS

This session incorporates much of the information presented in **Getting Unstuck Without Coming Unglued: Restoring Work-Life Balance and Avoiding Burnout**, but is packaged especially for mothers of young children.

What does work-life balance really mean, and what does it actually require of you? For mothers, it can be particularly challenging: where exactly does the work end and the Mom begin? In part, balance involves eliminating the energy drains in your life -- the things that drag you down and drive you nuts -- and doing more of the things that restore you and bring you joy. This presentation offers a framework for understanding why it's so critical to everyone in your life -- and most especially you -- that you keep your batteries fully charged. It also offers practical, hands-on strategies for how to pull this off when the demands on your time are constant and insatiable. You'll get to look at some of the classic themes and issues underlying high achievers' often-ambivalent attitudes toward work-life balance and the ineffective behaviors that can result. Bring your challenges!

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Partial Client List

Financial, Real Estate and Other Services

Merrill Lynch · PricewaterhouseCoopers · Pepsi Bottling Group · SunLife Financial · Blue Cross Blue Shield of OH · Hunneman Coldwell Banker · Massachusetts Association of Realtors

Medical Institutions

Harvard Medical Center · Children's Hospital Boston · Brigham and Women's Hospital · Mass General Hospital · Hallmark Health Network

Higher Education

Harvard University · Bentley College Alumni Association · University of Pennsylvania Law School · Tufts University · MIT

Media and Entertainment

Fox 25 News · Arnold Worldwide · Continental Cablevision · The Job Doctor – The Ad Club of Boston

Not for Profit

Forum for Women Leaders of Non-Profit Organizations · Mothers of Twins Club · The Morse Institute · Wellesley Mothers' Forum · The Family Network · Women's Mentoring Network

Client Testimonials

"Sharon worked very effectively with a room of high level, high powered female executives, but still had everyone laughing at the commonality of our struggle to find time to exercise. In the same session she was able to get women to work through some of their most nagging energy drains and actually demonstrated her coaching skills by working with one woman while the group observed. These are women who are not easily impressed and they unanimously rated her workshop with the highest available rating."

*Director and Associate Professor of Law,
Women's Leadership Institute*

"Sharon, thanks so much for your bulls-eye and fun presentation. We are still smiling over the "marbles" – just didn't see that coming! Thank you personally and on behalf of our faculty and who loved your presentation."

*Office of Faculty Development,
Children's Hospital Boston*

"Work life balance is so often talked about in broad, vague terms...Sharon's session was very specific and focused on things in our lives that must change if we are to move on. Sharon opened my eyes to my own habits and helped me come away with concrete steps I can take to improve my effectiveness."

IT professional, PriceWaterhouseCoopers

"Sharon has a professional presence and a delightful sense of humor, and her sessions have always been well-organized, informative, pragmatic, and wonderfully supportive. Her talks are spirited, sprinkled with anecdotes, and responsive to the audience."

Harvard University Office of Work and Family

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Publication Information Sheet

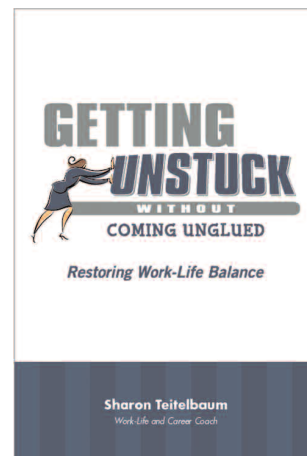
Getting Unstuck without Coming Unglued: Restoring Work-Life Balance

by Sharon Teitelbaum

Paperback book published in 2005

"I wish I'd had this insightful and heartening book on my bedside table for the last twenty years! Reading it is like cleaning out your closets. The more aware you become of the places you are stuck (procrastinating, tolerating, and settling) the more pure relief and joy you will feel knowing that getting unstuck is just a chapter away!"

—Beth Fredericks, Community, Families & Work Program, Women's Studies Research Center, Brandeis University, and author of *The Parent's Guide to Family Friendly Child Care*.



Hello –

I'm work-life and career coach Sharon Teitelbaum. My overachiever clients have been so successful at removing themselves from their crazy racing treadmill that they asked me to write down my approach so they'd have something to share with friends, colleagues, and family members who wondered, *How did you finally learn to handle it all?*

My paperback book, *Getting Unstuck Without Coming Unglued*, provides solid, proven techniques and strategies for recovering perspective, restoring balance, and having the time and energy to truly enjoy what's most important to you. Here are some of the valuable insights, exercises, tools and mindset changes the book teaches you:

- The importance of coming up with an empowering, rather than a discouraging, interpretation of what's going on, and the movement that occurs when you **transform paralysis into possibility**.
- How your expectations about outcomes may be limiting you, and how to open your mind to a wider range of possibilities.
- When the wind changes and your circumstances differ from what they once were, you have **three and only three options for dealing with your new situation**. Learn what they are.
- How to assess the tradeoffs you're currently making and **consider making different tradeoffs**.
- Procrastination sometimes serves a purpose. **Discover how to tell when there's wisdom and not merely delay** in putting off decisions or actions.
- A way to **generate more physical energy within days** – without drugs, medication, exercising or any other kind of alteration in your body.
- Pacing yourself: **Avoid burnout** by paying as much attention to *down as up*, to *stop as go*.

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- Why giving and getting must be in balance in your life, along with **seven things to do if you're not receiving enough and seven things to do if you're not giving enough.**
- Eight questions that help you **identify your priorities and intentions** – which may be quite different from what you've been thinking they are.

Is This Book for You?

If you've read this far, the answer is: probably yes. And change that to definitely yes if you fit any of these profiles:

- You've achieved a lot of the goals you've set for yourself, but keep feeling as though you have not fulfilled the promise of your youth. So, "What's next?"
- You're slaving away in your dream job without the passion and sense of reward you used to have.
- You're coasting at high speed without any motivation to get to another destination.
- Your significant other and children complain that you don't spend quality time with them – but there's nothing you can cut back on at work and already there's no time just for you.

There's no need for a nervous breakdown or for a formal, year-long sabbatical to reshape your daily life and direction and to recover your mental, emotional and physical well-being. *Getting Unstuck Without Coming Unglued* gives you changes in perspective, fresh ways of understanding your tradeoffs, strategies you'd never thought of, and constructive ways of attacking your top challenges. Enjoy!

Sincerely,

Sharon

*"Sharon Teitelbaum has written a book that will become your own personal life-coach guide. **Getting Unstuck Without Coming Unglued** is like a visit from your most enthusiastic supporter, a savvy pathfinder who is willing to stick around until you see your life from a new perspective and are ready to take the first step in changing your life. This book will give you a pat on the shoulder and a firm shove in the right direction. . . like a visit from your most enthusiastic supporter."*

— Linda Weltner, former *Boston Globe* columnist.

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www.amazon.com

www.stcoach.com

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Sharon's Approach to Successful One-on-One Coaching

Sharon's consistent, step-by-step approach has helped hundreds of people get unstuck and move forward with their lives. This document describes that process, in Sharon's own words, and lets you know what you can expect when working with her as a coach.

Step 1: Getting the complete picture

My first job is to be a quick study for what's true for you, your whole picture – the pieces you're aware of and those that you aren't. I do this by listening to you, taking in the results of the self-assessments I make available to you, asking you a lot of questions, many of which you have never been asked before, and then listening to you some more.

Step 2: Getting you unstuck

Working as a coach since 1995, I've noticed that people get so engaged with the challenges in their day-to-day lives, they forget who they are and what their big picture is. I help them gain enough altitude from their busy-ness that they can see themselves and their priorities clearly, understand where they are on their life and career path, and view themselves with greater neutrality. They let go of harsh self-judgments and acknowledge their strengths and gifts. In owning ALL of who they are, they cannot help but begin to navigate their lives with greater mastery. There is great relief and sense of empowerment for people in finding a way to own, not only their limitations (which they usually know intimately), but also their brilliance, passion, and values.

Step 3: Developing the action plan

Together, we discover what needs to happen which can sometimes feel big and overwhelming. I help you figure out the most do-able, IMMEDIATE next steps so that you can start taking action. Appropriate, intentional action is key. I want you leaving every interaction with a clear set of next steps that you are excited about taking THIS WEEK, before our next call.

Sharon's commitment to her clients

When you work with me, you can expect to receive:

- Warmth and candor: While making you accountable
- Validation: This IS hard work, you're not a loser, nor alone in this issue
- Genuine interest: In your life, in your success
- Re-framing: A fresh look at what's going on and a reminder that you always, always have options
- Humor: Stress is draining, humor lifts weight

From a client's perspective:

"Sharon's unique ability to succinctly and accurately rephrase my often rambling thoughts always brought such clarity that at the end of each session the next steps became obvious."

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EXPERIENCE

ST Coach, Watertown, MA

1995-Present

Founder and President

Coaching business focused on high achievers with young children, and professionals seeking greater work-life success or making career transitions; have advised over 200 diverse professionals, including doctors, lawyers, senior corporate and nonprofit executives, and engineers.

- Assess clients' skills, expertise, talents and work-life priorities. Establish strategy and detailed action plans to achieve goals, resulting in improved time management and delegation, stronger boundary setting and restoration of personal reserves. Majority of clients are more productive in less than 60 days.
- In February 2005, published my first book, "Getting Unstuck without Coming Unglued: Restoring Work/Life Balance."
- Design, write and produce portfolio of client communications including articles, tip sheets and a client newsletter distributed monthly. Featured in articles published in the New York Times, PC Week, Realtor Magazine, Forbes.Com, and Working Mother Magazine.
- Facilitate exercises and direct on-the-spot coaching, helping participants identify their desires, required adjustments for goal attainment, as well as detailed action plans.

Abt Associates, Cambridge, MA

1989-1993

Systems Analyst, Law and Public Health Research Group

Member of 8-person multi-disciplinary consulting team providing research, analysis and training to the public sector on a variety of topics, including drug abuse and AIDS prevention.

Consultant, Watertown, MA

1987-1988

Consultant to public and private sector clients on data collection and reporting systems.

Polaroid Corporation, Cambridge, MA

1978-1987

Educational and Technical Consultant, Human Resources Development (HRD)

Designed creative multimedia ESL training curriculum, improving employee retention and lowering employee turnover

EDUCATION AND CERTIFICATIONS

International Coach Federation

Master Certified Coach (MCC)

Boston University

Master of Arts, English and American Literature

Northwestern University

Bachelor of Arts, English

PROFESSIONAL AFFILIATIONS AND LEADERSHIP

International Coach Federation-New England Chapter, Boston, MA, 1997-Present

Member, Program Committee, 1998-2001

Thirdpath.org University of Pennsylvania Law School and Wharton School, 2004

Member, Conference Committee and Session Facilitator

Career Counselors Consortium (CCC), 2003-Present