



Creating Your Personal “**Stress-Less**” Living Plan

*A step by step guide to achieving balance,
whilst creating your dream life and career.*



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to change

Welcome to our Stress-Less Living plan workbook, we hope that the techniques and tools support you to create a plan that enables you to achieve balance and focus on the things that matter the most, to you!

This e-book is intended to be a snapshot of some of the methods and underlying philosophies adopted by the Codega Group when working on an individual and corporate basis to support people through change, achieving life/work balance and achieving strategic personal or business goals.

Change is a constant in business and in life – change in management, business models, project implementation, the environment, team members, business strategy, mergers and acquisitions, redundancy and individual and business performance. Yet, in business we often focus on change from an infrastructure perspective and forget the internal impact it has on our people and our own internal stress.

This disregard of the impact change has on your people, and how it can impact everyone in their own personal way, especially when it comes to stress, can severely influence productivity, staff retention, turnover and/or achieving the desired bottom line outcome. The solution to this problem, The Codega Group and today our very special Stress Less Living Plan which can be used as a personal tool or to support your team to get their stress levels under control.

Who are we?

The Codega Group are a specialist consultancy firm, who focus on supporting corporate management teams, and your people, through change, by integrating the 'key human elements' required to attract, retain and motivate resilient employees. Our tailored programs step into your business, review the current challenges being faced and provide a sustainable and successful solution which supports your current business model, strategy and vision.

The directors have more than 30 years corporate experience and have run change and resilience programs across many continents; including Australia, United Kingdom, Europe, Asia and USA.

Our programs offer:

- Resilience through change, creating a buoyant workforce
- Life/Work balance solutions
- Business growth – through speed of change adoption
- Improvements to employee morale, motivation, confidence and culture
- Sustainable leadership style training & coaching
- Tailored Executive, Life & Business Coaching
- Corporate change, diversity and wellness programs, workshops and retreats

Codega differs from the usual coaching, training and organisational change providers as we offer an integrated and collaborative solution by considering all parts of your business, particularly your people and your health and wellbeing.



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*I've missed more than 9000
shots in my career. I've
lost almost 300 games.
26 times I've been trusted to
take the game winning shot
and missed. I've failed over
and over and over again in
my life. And that is why I
succeed.*

- Michael Jordan

Now let's talk Stress-Less Living

Or how we prefer to phrase it, "Living a more fulfilling and empowered Life", as stress mechanisms are indicators and are present when we are not in this fulfilled and empowered state.

Before you commence this exercise, ensure you have given yourself some quality time, taken a few deep breathes, and always start with the end goal in mind.

STEP 1 Become clear on your intention for Living a Fulfilled Life....Stress free

Do this by outlining your hopes, dreams and intentions or what you would like to gain out of your Stress Less Living Plan.

Knowing your intention, why this is important to you and focusing on your aspirations will give you the clarity of what you want to bring into your fulfilled life and the impact of not allowing this to happen.

STEP 2 Describe your life as it stands right now

Here are some ideas to get you thinking..... What do you love? What do you hate? What is out of balance? Where would you like to make changes? How do you feel right now? How do you feel most mornings? How are your relationships? When do you say 'no' when you mean 'yes' or say 'yes' when you mean 'no'? How is your health? What was the first thing you thought of this morning when you work up? How are your finances? What about your life is fulfilling or depleting? What behaviours, patterns and limitations are holding you back? **Now it's your turn**



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Some people put themselves at the bottom of their priorities list, but I think this is a false—and very dangerous—piety. We are in a much better position to serve others when our basic spiritual, emotional, and physical needs are met.

- Michael Hyatt

STEP 3 Describe your ideal life, a life where every day is extraordinary and you are feeling fulfilled and balanced from the inside out

Here are some ideas to get you thinking..... How do you feel? What are you doing? Who is around you? Who are you being? How are you spending your time? What passions are you living? What is different? What is the same? What are you saying to yourself? What do you hear others saying to you? Where will you live?

Please remember, in this extraordinary life there are no limits to who you can be, what you can have and achieve – so do not limit yourself!

After you have done step 1 to 3, it's now time for you to rank where you feel you are on your scale today.

On a scale of 0 to 10 My Extraordinary Life score today is:

0 = nothing about my life or how I live it feels fulfilling or extraordinary to me

10 = every area of my life is in perfect balance and I feel fulfilled and extraordinary in every moment

I RANK MYSELF:

/10

Remember, wherever you rate it is only an indication of where you today, nothing is right or wrong, this is your self-assessment. It is only one way to demonstrate where you feel you are today and where you want to be, the process of becoming clear and perhaps highlighting some gaps, is a great start!

And in our belief, if there are significant gaps, they may show up physically in symptoms, commonly termed as “stress”, so let’s take a little while to get to know more about this widely used term and accepted state of being.



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*We become what we think
about.*

- Earl Nightingale

Our 15 Top Tips to Stressing Less and Living More

We know that often you don't have time to read a whole e-book and so we want to support you straight out by giving you a few of our top tips along the road to living a more fulfilling life. Then if you are feeling inspired by the list you may even want to read on.

- 01 TALK ABOUT IT**
- 02 BREATHE**
- 03 AFFIRM "I AM CALM"**
- 04 GET OUTSIDE**
- 05 ACKNOWLEDGE YOUR FEELINGS**
- 06 SMILE**
- 07 LAUGH**
- 08 SLEEP MORE, AIM FOR AT LEAST 7 TO 8 HOURS PER NIGHT**
- 09 REDUCE MEDIA TIME**
- 10 GET MOVING**
- 11 EMBRACE AN ATTITUDE OF GRATITUDE**
- 12 FAKE IT TILL YOU BECOME IT**
- 13 CHOOSE TO WORRY LESS**
- 14 FOCUS ON WHAT YOU CAN CONTROL AND LET GO OF THE REST**
- 15 FOCUS ON 3 GOOD THINGS AND PEOPLE IN YOUR LIFE**



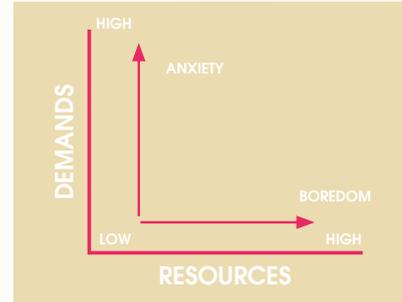
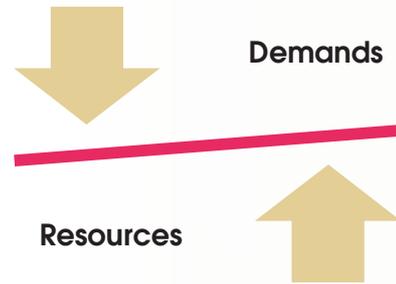
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Life is 10% what happens to me and 90% of how I react to it.

- John Maxwell

What is stress?

Healthy VS Unhealthy



Demands = Resources = Pressure = Motivating
Demands > Resources = Stress

Stress is a balancing act between the demands you and others place on you and the personal and external resources you have to meet these demands.

Internal demands are the demands you make of yourself. Often if we step into the role of perfectionist we can put huge amounts of pressure on ourselves when no one else is even making any demands, worry can also be a huge cause of excessive stress. External demands are those placed on you by others such as your family, friends or work colleagues.

Internal Resources that support you can include:

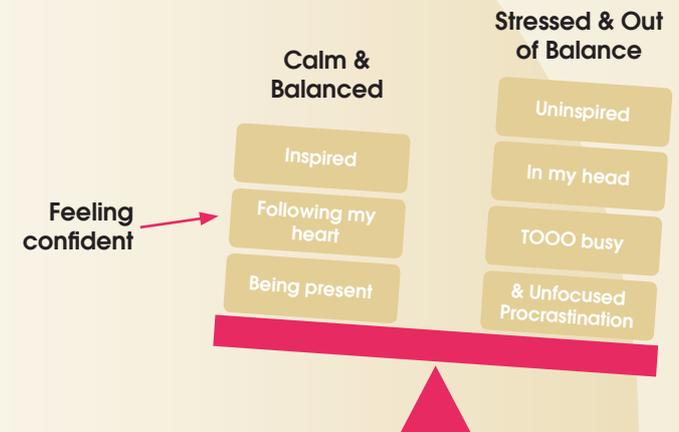
- Your physical, emotional, mental and spiritual health
- Financial security
- Your beliefs
- Friends and loved ones support

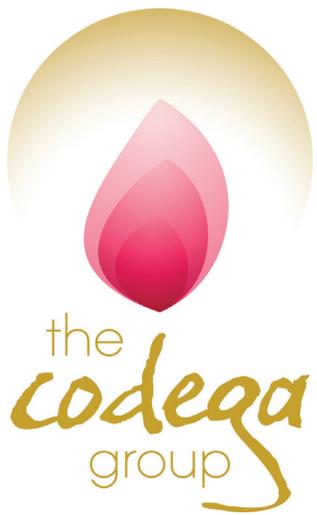
External Resources come in the shape of:

- Family
- Friends
- Your environment
- Other factors outside of yourself that help you

It is important to keep a balance so that you do not have more demands made of you than resources to deal with them. If your demands exceed your resources you may feel you cannot cope and this is the beginning of stress.

What does your balance look like?





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*I am not a product of my
circumstances. I am a
product of my decisions.*

- Stephen Covey

Pressure versus Stress

Some people talk about healthy and unhealthy stress, meaning that some stress is good for you.

We always believe it is easier to think in terms of "pressure" and "stress". Pressure is healthy and something that motivates you. You may love to live in a pressurised way with lots of deadlines and things to do.

The distinction between pressure and stress is that you experience pressure when you have the resources you need to deal with the demands being made of you. Pressure turns to stress when the pressure becomes too great, lasts too long, comes suddenly and ends up with you feeling it cannot be controlled.

Stress is a very personal matter. A situation that might stress your friend may not affect you and vice versa. An event may have proved stressful to you at one point in your life but you may have developed additional resources to deal with such situations.

Work can be a great source of stress - time pressures, excessive workload, poor relations with colleagues/managers, poor communications within your organisation, being exposed to continual change, not being trained to do the job and job insecurity all play their part. Stress can be experienced in your personal life - family problems, life changes/ crises, increasing demands between home and work all may affect us.





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*Whether you think you can
or you think you can't,
you're right.*

- Henry Ford

Signs and Symptoms

Our bodies are biologically programmed with what is called the 'stress response'. Most people know this as 'fight or flight'. When you perceive danger your body prepares for action. Stress hormones such as Adrenaline, Noradrenaline and Cortisol are released into the blood stream together with fatty acids and sugars.

Adrenaline is normally associated with the 'flight' part of the flight or fight response, Noradrenaline is normally associated with the 'fight' part of the response and Cortisol acts as the 'on and off' switch. Although it is important to call upon the stress response in times of need it is also important to switch it off. The stress response is meant to help you deal with demanding life events. However, if you live in a constant state of biological readiness the immune system becomes weakened. Depression and nervous breakdown may result from such prolonged exposure.



The good news is that the progress of stress can be seen rather like a train journey. You can get on the wrong train and the sooner you recognise the fact and get off the less the distance is required to return to your starting point. Sadly, some people fail to recognise their limitations or, because the external demands continue to be excessive continue the train journey all the way to the end of the line.

In summary, the stress response is important to the survival of human beings. As with so many things in life too much of a good thing can become harmful. Stress drains people of their confidence.



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*Believe you can and you're
halfway there.*

- Theodore Roosevelt

What Are Your Personal Stress Signs and Symptoms

PHYSICAL (BODY'S RESPONSE)

- Tightness in chest
- Chest pain and /or palpitations
- Indigestion
- Breathlessness
- Nausea
- Muscle twitches
- Aches and pains
- Headaches
- Skin conditions
- Recurrence of previous illnesses/allergies
- Constipation/diarrhea
- Weight loss or weight gain
- Change in menstrual cycle for women
- Tiredness

BEHAVIOURAL (THINGS YOU DO)

- Drop in work performance
- More inclined to become accident prone
- Over-eating/loss of appetite
- Poor time management
- Too busy to relax/over-reacting
- Loss of judgment
- Withdrawing from family and friends
- Loss of interest in sex
- Inability to express feelings
- Over-reacting
- Drinking and smoking to excess

EMOTIONAL SIGNS (HOW YOU FEEL)

- Mood swings
- Feeling anxious
- Feeling tense
- Feeling angry
- Feeling guilty
- Feelings of shame
- Having no enthusiasm
- Becoming more cynical
- Feeling out of control
- Feeling helpless
- Decrease in confidence/self-esteem
- Poor concentration

THOUGHTS/PSYCHOLOGICAL ASPECTS (YOUR THOUGHTS)

- "I am a failure"
- "I should be able to cope"
- "No one understands"
- "I can't cope"
- "I don't know what to do"

Exercise One: Your personal signs and symptoms of stress

Now tick all the signs and symptoms from the lists above that you believe you experience.



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*The difference between a
successful person and others
is not lack of strength not a
lack of knowledge but rather
a lack of will.*

- Vince Lombardi

Exercise Two: Life Events Stress

Now, review the below list to determine your Life Events stress score. This score is based on the theory that good and bad events in a person's life can increase stress levels.

Here's how to use the scale.

- If an event has taken place in your life in the last 12 months, copy the number beside the event.
- If a particular event has happened to you more than once within the last 12 months, multiply the value (number beside the life event) by the number of occurrences.
- Add them up to obtain the total score.

Every time you have a change in your life it is important for you to adapt, regain stability and therefore maintain your mental, emotional and physical health and wellbeing.

- | | |
|-------------------------------------------------|-------------------------------------------------|
| 1 Death of a spouse 100 | 23 Son or daughter leaving home 29 |
| 2 Divorce 73 | 24 Trouble with in-laws 29 |
| 3 Marital Separation 65 | 25 Outstanding Personal achievements 28 |
| 4 Jail term 63 | 26 Spouse begins or stops work 26 |
| 5 Death of a close family member 63 | 27 Begin or end school 26 |
| 6 Personal injury or illness 53 | 28 Change in living conditions 25 |
| 7 Marriage 50 | 29 Revision of personal habits 24 |
| 8 Fired at work 47 | 30 Trouble with boss 23 |
| 9 Marital reconciliation 45 | 31 Change in work hours or conditions 20 |
| 10 Retirement 45 | 32 Change in residence 20 |
| 11 Change in health of family member 44 | 33 Change in school 20 |
| 12 Pregnancy 40 | 34 Change in recreation 19 |
| 13 Sex difficulties 39 | 35 Change in religious activities 19 |
| 14 Gain of a new family member 39 | 36 Change in social activities 18 |
| 15 Business readjustments 39 | 37 Loan less than \$50,000 17 |
| 16 Change in financial state 38 | 38 Change in sleeping habits 16 |
| 17 Death of a close friend 37 | 39 Change in number of family get- togethers 15 |
| 18 Change to different line of work 36 | 40 Change in eating habits 15 |
| 19 Change in number of arguments with spouse 35 | 41 Single Person Living Alone 14 |
| 20 Mortgage over \$50,000 31 | 42 Vacation 13 |
| 21 Foreclosure of mortgage 30 | 43 Holidays 12 |
| 22 Change in responsibilities at work 29 | 44 Minor violation of laws 11 |

YOUR SCORE

Now add all your scores together to get **Your Total:**

SCORE RANKINGS:

LOW Below 149

MILD Between 150-200

MODERATE Between 200-299

HIGH Above 30



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*Expose yourself to your
deepest fear; after that,
fear has no power, and the
fear of freedom shrinks and
vanishes. You are free.*

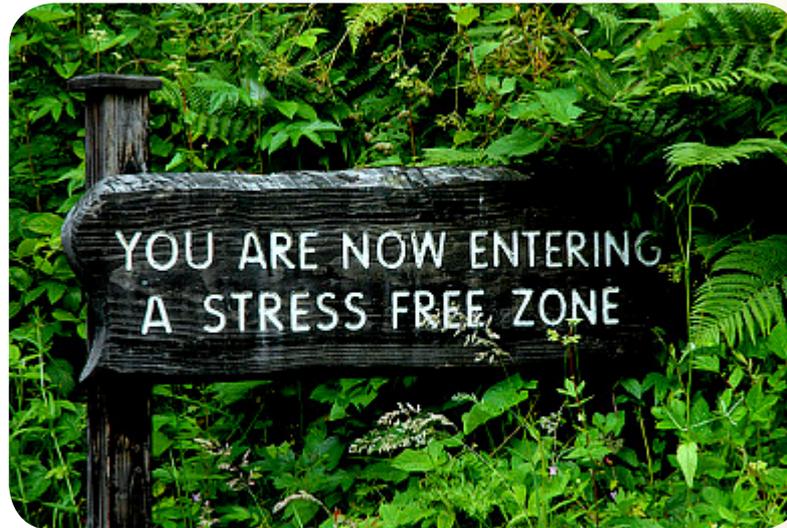
- Jim Morrison

Self-Reflection

Is stress getting in the way of your life & happiness?

- What makes you feel tired?
- What are your no.1 stresses?
- What gets in the way of you doing things that you love to do?

Are you ready to change all of this? Remember, this is a choice!



Shifting Your Perspective

If we focus on how stressed we are, then we create more stress.
"I'm so busy, I have so much to do"

If we focus on the tasks at hand, balance our brain, rest when we need rest & take well planned action steps. We improve our performance & reduce our stress, by just shifting our language to "I'm have plenty of time"

Yes, it may sound too easy but as they say, fake it until you make it! This is not to trivialise the events or situation you are currently in, it is just one way to short circuit a recurring thought pattern – why not try it!



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A person who never made a mistake never tried anything new.

- Albert Einstein

Relax, Reframe and Keep in Perspective

When you are feeling stress you can ask yourself

WHAT IS THE SITUATION?	
WHAT ARE YOUR THOUGHTS?	HOW ARE YOUR FEELINGS INFLUENCING YOUR BEHAVIOUR?
WHAT FEELINGS ARE YOUR THOUGHTS GENERATING?	HOW DO YOU FEEL PHYSICALLY?





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If we would only give the same amount of reflection to what we want out of life that we give to the question of what to do with two weeks' vacation, we would be startled at our false standards and the aimless procession of our busy days."

- Dorothy Canfield Fisher

Looking for alternatives:

- Come up with as many ways as possible to see a situation. Ask yourself if there might be another way of viewing the situation, if there is another way why do you choose the worst.
- Put yourself in the other persons shoes
- Do you immediately see or even imagine the worst in every situation, if so begin to challenge this. e.g. If your boss asks to see you or your friend doesn't return your call do you immediately think it is going to be bad news or you have done something wrong.
- Do you begin to write a negative script based on your thoughts "this must mean ... if so instead ask yourself "How do I know that?" and come back to the facts of the situation
- By keeping things in perspective you increase your chance of leading a happier and healthier life
- Why not start by seeing events and experiences as opportunities to learn and grow within yourself
- You always have a choice in the moment to how you respond and so as you become more 'Self Aware" this choice will become louder and easier to recognise.
- Reviewing your choices and actions at the end of everyday is really important. This supports you to know your reactions and projections so when you are when faced with similar situations you will proceed through the reactionary response phases of recognizing "I did it" next ... "I'm doing it"next To "I am about to do it" and step out of the control this unhealthy habitual behaviour has on your life.





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*"Your time is limited, so do
not waste it living someone
else's life"*

- Steve Jobs

5 Tools to Clear Your Mind and Reduce Your Stress

1. Plan, prepare and prioritise

One of the first things we recommend is to focus on your priorities, use time effectively and adequate planning – a lot times stress occurs because we haven't scheduled appropriately. This may not relate to you however, if you are honest with yourself – could you be contributing to this stressful situation?

A great book on this, is Stephen Covey's "7 Habits of Highly Effective People"
<https://www.stephencovey.com>, and there are many time management tools we can support you with if you are looking to improve in this area.

2. Clearing Clutter, Clearing Your Mind ... Releasing Your Stress

Even a small amount of clutter clearing can have remarkable results on how you are feeling and can start from your home, desk to your whole office. When you begin to clear out any clutter in the environment around you, it can have a powerful corresponding effect on the mental clutter inside you. If you want to empower or strengthen your health and mental wellbeing, begin to clear out your clutter.

In your clutter clearing, celebrate even the smallest change, you will definitely feel it. I believe a clean and clear desk creates even more space for creativity and peacefulness to flow.

Here are a few tips:

- **CHUCK IT** Do a little at a time. One drawer or shelf at a time. Don't burn yourself out. The goal may seem unattainable but over a few weeks or months you will see results. If you don't love it or use it, get rid of it.
- **WHAT YOU NEED** A timer and four boxes labeled:
 1. Give Away/Donate
 2. Throw Away
 3. Put Away
 4. Store/Archive
- **SET A TIMER** As soon as the timer starts, begin sorting and putting everything away. Everything! Throw the trash away. Put the boxes to be donated in the car to be taken to a local charity. Store what needs to be stored.
- **AFFIRMATION FOR YOUR CLUTTER CLEARING**

"There is clarity within my mind, my body and around me"



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*"Success is not happiness.
Happiness is the key to
success. If you love what
you are doing, you will be
successful"*

- Albert Schweitzer

FROM THIS



TO THIS



Mindful Clutter Clearing

- As you clear hold the thought «I'm clearing all that I do not need out of my work/home, body and mind.»
- And notice emotions and thoughts that arise as you do this.
- As you clutter clear, remember the motto, "Use it, love it, or get rid of it."

3. Take time to relax

Relaxation plays an important part in coping with stress. Find time for yourself to:

- Enjoy a bath, light some candles, sprinkle a few drops of lavender aromatherapy oil into the water and take time for yourself
- Play some gentle music, close your eyes and allow yourself time to relax
- Enjoy your garden or local park, take time to look at the world around you
- Purchase a relaxation tape and listen to this
- Meditation/Mindfulness
- Buy a book that has a range of relaxation techniques and try these
- Having a good laugh, it oxygenates the body and releases the endorphins

What can you do to help yourself relax?

1. _____
2. _____
3. _____
4. _____
5. _____



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"Never underestimate the power of dreams and the influence of the human spirit. We are all the same in this notion. The potential for greatness lives within each of us"

- Wilma Rudolph

4. Sleep time

It is important for your psychological and physiological well-being to get the sleep you need. It can be difficult to remain confident when you are tired. Sleep is essential for survival and research suggests that it is the quality of sleep that is more important than the quantity. Too little or too much can lead to poor performance and the amount of sleep required can vary from person to person. Most people sleep seven hours; some may need nine and others only five.

It is often the worry about losing sleep that produces negative symptoms rather than the loss of sleep itself. Many people underestimate the amount of sleep they get due to the time they spend worrying about not sleeping when they are awake.

The most important kind of sleep is what is called REM sleep or Rapid Eye Movement linked to dreaming. We all dream even if we wake without any memory of dreaming.

Stress is a main cause of sleeping problems and people often lie awake at night worrying about problems or thinking about the future in a fearful way.

If you are experiencing sleep problems it can be helpful to:

- Keep to a routine
- Have a warm milky drink, as milk contains tryptophan which aids sleep
- Take a warm bath and use relaxing oils
- Don't allow yourself to sleep during the day
- Don't drink caffeine. Caffeine is a stimulant and can keep you awake at night
Too much coffee during the day may stop you from sleeping
- Don't eat late at night
- Get some exercise during the day. It can be helpful to take your exercise in the late afternoon or early evening
- Use relaxation exercises as outlined earlier.
- Keep your sleeping environment as pleasant as possible

5. Create a "me" date, and start to live your passion!

Allowing some time out to focus on what nurtures you, ignites you and fuels your passion – will do wonders for your stress levels. Start with one hour a week, if you gave this to yourself – what would you do? Then what is stopping you, make an appointment in your diary, and start living your life today!



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*"Take those chances
and you can achieve
greatness, whereas if you
go conservative, you will
never know. I truly believe
what doesn't kill you makes
you stronger. Even if you
fail, learning and moving
forward is sometimes the
best thing"*

- Danica Patrick

Accountability – Moving Forward

One thing we are big on at the Codega Group, is making things happen!

So we could not complete this workbook, without our customary accountability wrap-up, so what will you do in the next 28 days?

Are you ready to make massive change in your work, your business, your stress levels and your life – well, let's start!

In the next 28 days, I commit to myself to do:

SIGNED:

DATED:

Suggestion, to make this change really stick!

Now, choose a buddy, either at work or at home that is going to support you to remain committed and accountable to this change. Every week schedule a 5minute catch up with each other to review how you have been going, what has worked and not worked, what might have gotten in the way, how could you shift your view of these obstacles and then coach each other on how to improve, where to praise yourself and any additional changes you might want to change or add.

BUDDY:

DATED:



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"Kyla provided our department with an inspirational workshop on health and wellbeing in the workplace. Her tips on meditation, combating stress and changing negative thought patterns were practical and easily applied to any situation or role. We especially enjoyed the meditation with chocolate!"

**- Neal Mercado -
Director Blackmores
Institute, Blackmores**

So what is next?

If anything came out of these exercises you want to explore more fully, or you sense that our style will support you and your team, then we want to offer you a complimentary 30minute consultation with one of our Codega Experts to find out how our workshops and consulting services can support your business and your life.

Want to know more?



Deborah Shepherd
Co-Founder and Chief Codega

Deborah Shepherd, a former Financial Services executive who spent over two decades working in senior international roles across the United Kingdom, Asia and Australia. Deb has played critical roles which drove organisational change while achieving significant bottom line outcomes, as well as stepping into operational roles to bed down the changes and ensuring engagement with employees, stakeholders and customers.



Kyla Tustin
Co-Founder and Chief Codega

Kyla has over a decade of International experience within corporate change, wellness, coaching and consulting, spanning across Investment Banking, Financial Services and Media industries. It was in her role as an Associate in National Australia Bank's Property Equity & Advisory team, whilst managing change within key strategy projects, equity acquisitions and stakeholder and distribution relations that she began to look deep into the human psyche and discover the missing pieces, or "Human Elements" to managing successful change.

What is a Codega?

Codega co-dee-gah (noun) - a profession dating back to the medieval period - someone who walks in front of you with a lantern lighting your path, especially when the way before you is unclear. As they walk with you, they offer confidence, clarity and inspiration as they clear away any deep seeded fears or demons which may block you along your path. Considered necessary during times of organisational change or when faced with a personal challenges.



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"Deborah is incredibly insightful and brilliantly skilful in assisting individuals to realise their potential. She makes it about you in a most extraordinary way. I continue to be inspired, motivated and focused to achieve my goals on a daily basis. Thank you Deborah for sharing your gift."

**- Vanessa Van Wyk,
Partner, Binarix Training and
Development**

Want to do more work with us?

The Codega Group Workshops, Events and Programs are individually tailored to the challenges and needs of your business. Each of our offerings integrate The Codega Group '5 human elements' essential for successful corporate change within a shifting and growing global environment. Below is a list of some of the workshops, events and programs run by The Codega Group, please contact us for more detailed information.

The Codega Group Workshops

- Diversity in the workplace
- Sustainable Life Work Balance in the Corporate Environment
- Sustainable Life Work Balance as a small business owner
- Sustainable Life Work Balance as a Senior Executive
- Creating a High Performance Team in the 21st Century
- Building a creative and Innovative Workforce from Within
- Implementing the 5 Human Elements to Change
- Navigating Teams through Change
- 5 Steps to Successful Selling within a Changing Marketplace
- Confident teams, Profitable Outcomes

The Codega Group Corporate Events

- The Codega Group Survivor Challenge
- The Codega Group TropFestival
- The Codega Group Theatre

The Codega Group Corporate Programs

The Codega Group offers a three tiered approach to our 6 to 12 month business integration programs, known as Refocus, Integrate and Consolidate. Our programs provide successful employee engagement strategies to your teams through individually structured workshops, coaching, Codega check-ins, teams leader support, retreats, business planning and delivery of accountability support.

Group Corporate Programs

We also tailor company wellness packages that will incorporate a variety of wellness specialists, completely aligned to support your overall program.



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Contact

Deborah Shepherd

0457 826 648

deborah@thecodegagroup.com

SKYPE deborah.shepherd37

Kyla Tustin

0419 222 592

kyla@thecodegagroup.com

SKYPE kyla.tustin

www.thecodegagroup.com