



Work-Life Balance

GLOBAL COURSEWARE

Getting Started

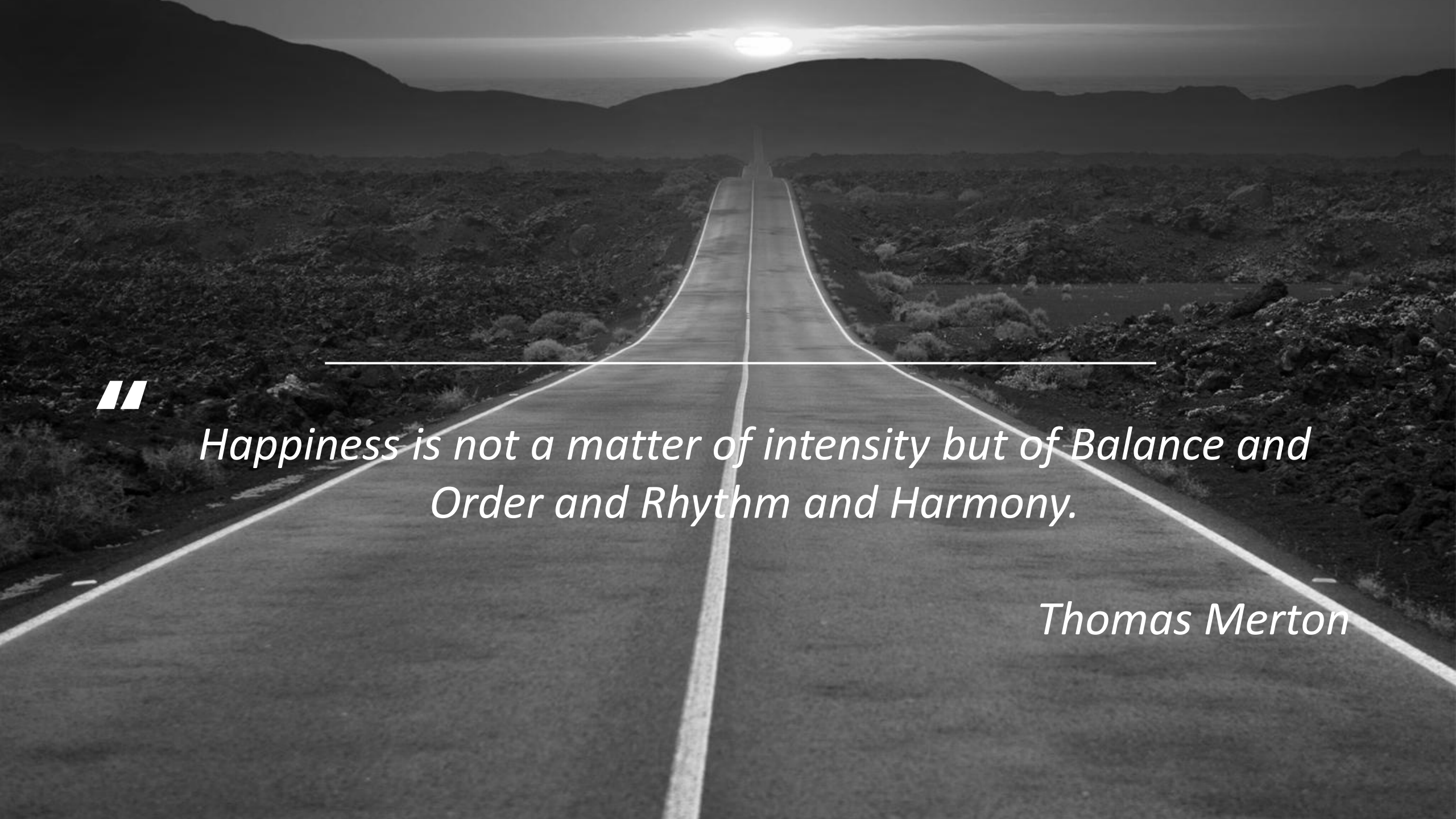
Work- life balance is essential to combat stress, ensuring both individual and company success.

The stress associated with unbalanced lifestyles is **costly**.

Workshop Objectives



- Explain the benefits of work life balance
- Recognize the signs of an unbalanced life
- Create balance at work and at home
- Manage stress



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*Happiness is not a matter of intensity but of Balance and
Order and Rhythm and Harmony.*

Thomas Merton

MODULE TWO

Benefits of a Healthy Balance

Learning the basics of work-life balance will also increase employee productivity, health, and morale.



Why It's Important

Fulfillment

Health

Greater
productivity

Stronger
relationships

Increased Productivity

- Take healthy breaks
- Take enjoyable breaks
- Take time off





Improved Mental and Physical Health

- **Awareness:** A balanced lifestyle increases personal awareness, allow individuals to identify potential health problems early.
- **Lifestyle:** A balanced lifestyle automatically improves health. It encourages healthy choices and helps develop the body and the mind.

Increased Morale

Work life balance is an effective tool to increase morale and improve company culture.



Practical Illustration



- Why It's Important
- Increased Productivity
- Improved Mental and Physical Health
- Increased Morale

Module Two: Review Questions

1. What is not a risk of not implementing work-life management?

A. Financial loss

B. Poor health

C. Unresolved conflict

D. Productivity

Module Two: Review Questions

2. What is not a benefit of work-life balance?

A. Increased productivity

B. Better health

C. Conflicts

D. Stronger relationships

Module Two: Review Questions

3. What can internet breaks accomplish?

A. Decrease productivity 9 percent

B. Increase productivity 9 percent

C. Increase productivity 19 percent

D. Increase productivity 6 percent

Module Two: Review Questions

4. How often should you take a mini break?

A. Every hour

B. Every day

C. Twice a day

D. Every three hours

Module Two: Review Questions

5. _____ increases the risk of injury or illness.

A. Balance

B. Work

C. Stress

D. Mental breakdown

Module Two: Review Questions

6. Work-life balance encourages a(n) _____.

A. Indulgence

B. Healthy lifestyle

C. Unhealthy lifestyle

D. Dangerous behavior

Module Two: Review Questions

7. What is the one factor that ranks higher than work life balance for employees?

A. Compensation

B. Benefits

C. Location

D. Company values

Module Two: Review Questions

8. Work-life balance will improve morale and _____.

A. Turnover

B. Absenteeism

C. Profits

D. Company culture

Module Two: Review Questions

9. Taking on too much/many _____ will lead to exhaustion and cause performance to suffer.

A. Responsibility

B. Inspections

C. Sleep

D. Unimportant tasks

Module Two: Review Questions

10. What is one option for a healthy break from work?

A. Walk

B. Stretching

C. Meditation

D. All of the above



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It must be a balance in everything we do, not too much of everything...

Abdullah Ahmad Badawi

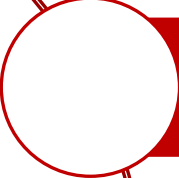
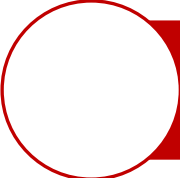
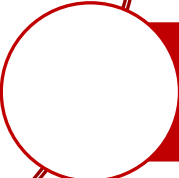
MODULE THREE

Signs of an Imbalance

The signs of imbalance are unmistakable. We see people suffering from poor health, burnout, and stress every day.



Health Risks

-  Obesity
-  Exhaustion
-  Emotional problems

Absenteeism

Poor health increases employee absenteeism and thus is a costly problem for employers.





Stress

- Lethargy: The physiological impact of stress can cause lethargy.
- Restlessness: Stress can make it difficult to focus, causing hyperactivity and restlessness.
- Anxiety: Prolonged stress can cause anxiety disorders.

Burnout

- Loss of interest
- Lack of emotion
- Loss of motivation



Practical Illustration



- Health Risks
- Absenteeism
- Stress
- Burnout

Module Three: Review Questions

1. What will add years to a person's life?

A. Coffee

B. Tea

C. Sleep

D. Diet

Module Three: Review Questions

2. The risk of _____ rises when time is not given to exercise and eating well.

A. Anorexia

B. Sleep

C. Exhaustion

D. Obesity

Module Three: Review Questions

3. What is a sick day?

A. Direct cost

B. Negligible cost

C. Hidden cost

D. Insured cost

Module Three: Review Questions

4. What is a hidden cost?

A. Personal days

B. Loss of productivity

C. Vacation

D. Sick days

Module Three: Review Questions

5. What is often the result of burnout?

A. Vacations

B. Turnover

C. Absenteeism

D. Promotion

Module Three: Review Questions

6. What is the average cost of turnover?

A. 200 percent annual salary

B. 100 percent annual salary

C. 150 percent annual salary

D. 50 percent annual salary

Module Three: Review Questions

7. _____ is the result of prolonged stress.

A. Anxiety

B. Turnover

C. Exercise

D. Interest

Module Three: Review Questions

8. What is more influential in causing obesity?

A. Experience

B. Exercise

C. Diet

D. Stress

Module Three: Review Questions

9. Not taking the time to _____ can increase obesity.

A. Exercise

B. Eat well

C. A and B

D. Neither A nor B

Module Three: Review Questions

10. People under stress can find it difficult to _____.

A. Speak to coworkers

B. Control their emotions

C. Go to work

D. None of the above



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Control is never achieved when sought after directly. It is the surprising outcome of letting go.

James Arthur Ray

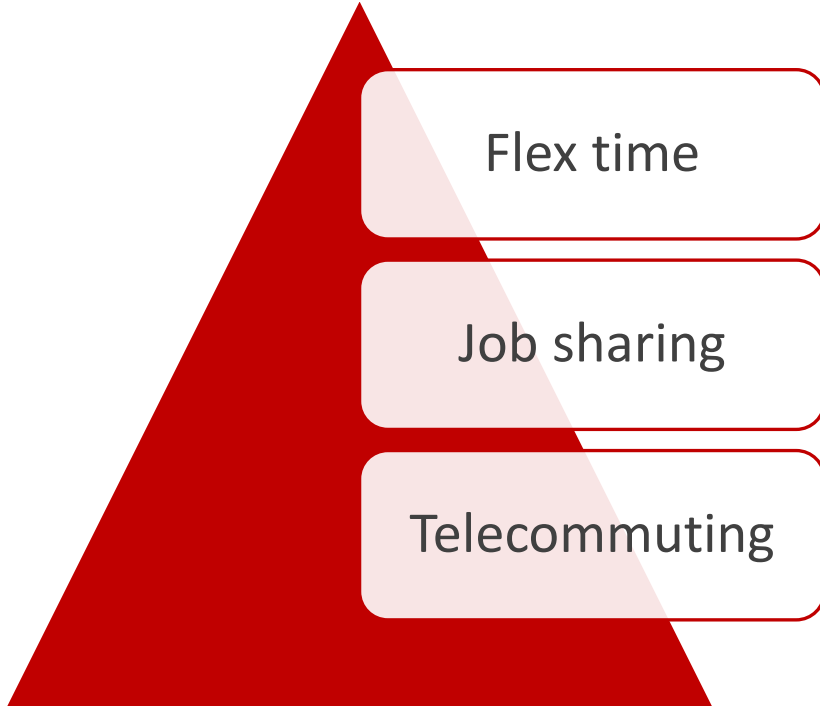
MODULE FOUR

Employer Resources

Using the resources that employers have at their disposal to change work conditions may seem counterproductive, but they are effective.



Offer More Employee Control



Flex time

Job sharing

Telecommuting

Ask Employees for Suggestions

- Make it simple
- Respond
- Thank
- Reward





Employee Assistance Program (EAP)

EAPs provide employees access to counseling and other services. Without the aid of EAP counselors, the effects of stress can spiral out of control.

Reward Your Staff

Employees who feel appreciated are more confident, and rewards reinforce the behavior you want to see repeated.



Practical Illustration



- Offer More Employee Control
- Ask Employees for Suggestions
- Employee Assistance Program (EAP)
- Reward Your Staff

Module Four: Review Questions

1. Flex time offers _____.

A. Company control

B. Employee control

C. Employer control

D. Family control

Module Four: Review Questions

2. Employee control increases _____.

A. Profits

B. Turnover

C. Loyalty

D. Stress

Module Four: Review Questions

3. Why do most managers not seek out employee suggestions?

A. Time

B. Employee Code

C. They Don't Care

D. Money

Module Four: Review Questions

4. What should provide cues to your communication?

A. Your own feelings

B. Feelings of others

C. The tone of voice

D. The truth

Module Four: Review Questions

5. What is the first thing you should do after receiving employee suggestions?

A. Thank employees

B. Reward employees

C. Make a decision

D. Respond to employees

Module Four: Review Questions

6. What types of services do EAPs typically provide?

A. Medical

B. Dental

C. Counseling

D. Vision

Module Four: Review Questions

7. Appreciated employees are more _____.

A. Confident

B. Likely to leave

C. Nervous

D. Ambitious

Module Four: Review Questions

8. What reinforces good behavior?

A. Demands

B. Discipline

C. Expectations

D. Rewards

Module Four: Review Questions

9. How can an employer offer their employees more control?

A. Offer flex time

B. Allow job sharing

C. Allow work from home

D. All of the above

Module Four: Review Questions

10. When offering more control to employees, what improves?

A. Turnover

B. Morale

C. Injuries

D. Absences



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Time is what we want most, but what we use worst.

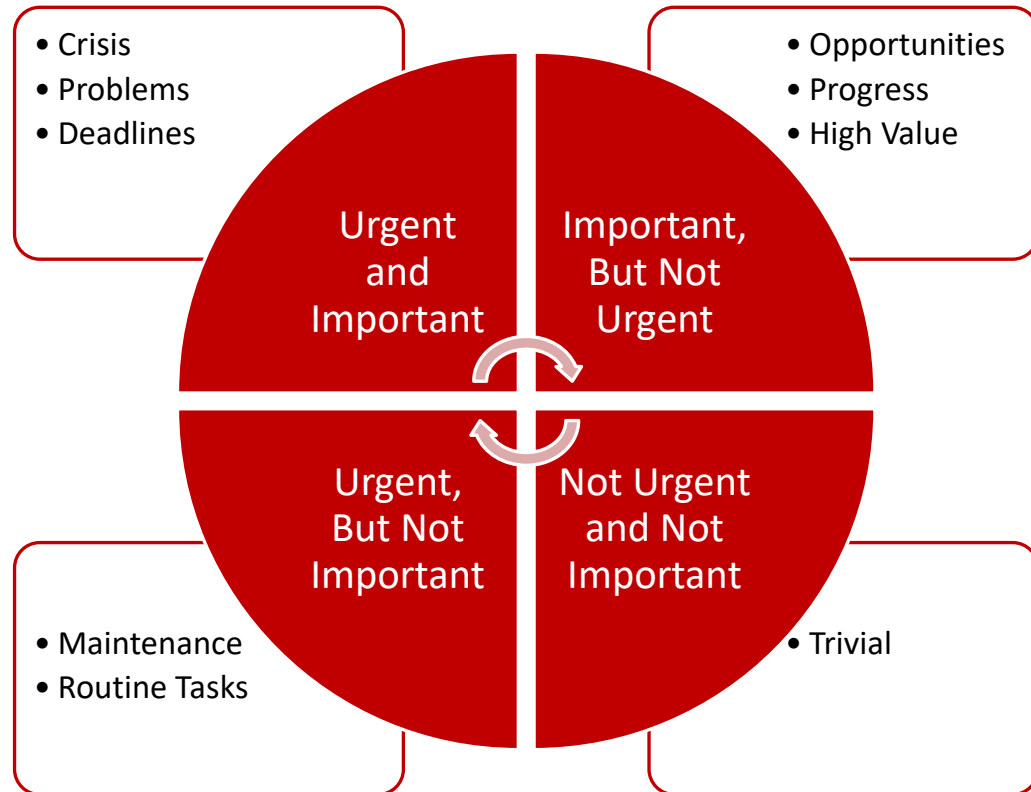
William Penn

MODULE FIVE

Tips in Time Management

Most people complain that they do not have enough time. The truth is, however, that most people do not know how to manage time wisely.

The Urgent/Important Matrix



Learn to Say No

You must learn to say “no” kindly but firmly. Do not allow people to talk you into urgent tasks.





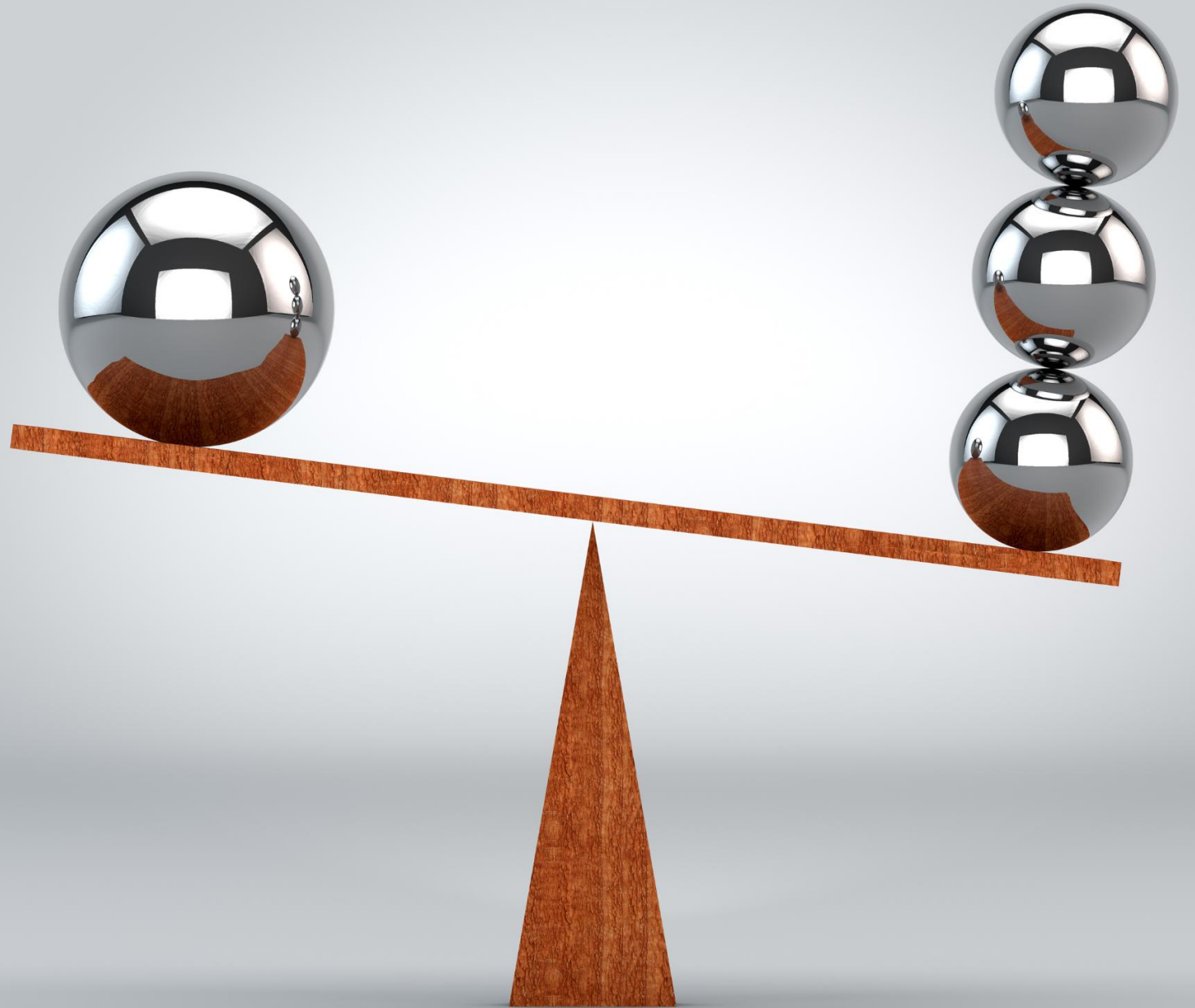
Stay Flexible

Flexibility is an important skill.

Life cannot be predicted, and inflexible people fall to pieces when change beyond their control comes.

80/20 Rule

According to the 80 / 20 rule, 80 percent of our success is the result of only 20 percent of our actions.



Practical Illustration



- The Urgent/Important Matrix
- Learn to Say No
- Stay Flexible
- 80/20 Rule

Module Five: Review Questions

1. Important tasks are related to _____.

A. Work

B. Goals

C. Emergencies

D. Family

Module Five: Review Questions

2. What distracts from our goals?

A. Important tasks

B. Emergencies

C. Urgent tasks

D. Family

Module Five: Review Questions

3. What is proofing a letter?

A. Emergency

B. Important

C. Valuable

D. Urgent

Module Five: Review Questions

4. How should you say no?

A. Sweetly

B. Firmly

C. Passively

D. Gently

Module Five: Review Questions

5. When life is unexpected, you need _____.

A. A plan

B. Flexibility

C. To say no

D. Firmness

Module Five: Review Questions

6. What does flexibility accomplish?

A. Increase confidence

B. Improve goal

C. Reduce stress

D. Create stress

Module Five: Review Questions

7. What is necessary for the 80/20 rule?

A. Priorities

B. Calculator

C. Time

D. Flexibility

Module Five: Review Questions

8. What activities should you focus on?

A. All of them

B. Work activities

C. Family activities

D. Those that move toward goals

Module Five: Review Questions

9. Most people complain that they do not have _____.

A. Enough money

B. Enough friends

C. Enough time

D. All of the above

Module Five: Review Questions

10. _____ is/are crucial to an effective work-life balance.

A. Finances

B. Time management

C. Help

D. Saying no



“

If you want to live a happy life, tie it to a goal, not people or things.

Albert Einstein

MODULE SIX

Goal Setting

In order to effectively manage time and live a balanced life, you must be aware of your goals. It is important that you have goals because they provide direction.



The Three Ps

Positive

Personal

Possible

SMART Goals

- Specific
- Measurable
- Attainable
- Relevant
- Timely





Visualization

- Choose a goal
- Relax
- Visualize
- Accept

Prioritizing Your Goals

All goals need to be prioritized, so you know how to focus your energy.



Practical Illustration



- The Three Ps
- SMART Goals
- Visualization
- Prioritizing Your Goals

Module Six: Review Questions

1. Goals should not be _____.

A. Positive

B. Personal

C. Present

D. Performed

Module Six: Review Questions

2. Goals should speak to you _____.

A. Professionally

B. Privately

C. Personally

D. Easily

Module Six: Review Questions

3. What aspect of a goal lets you know when you have been successful?

A. Measurable

B. Attainable

C. Specific

D. Timely

Module Six: Review Questions

4. What makes the goal possible to achieve?

A. Measurable

B. Attainable

C. Specific

D. Timely

Module Six: Review Questions

5. Visualize goals in the _____.

A. Past

B. Present

C. Future

D. Predetermined time

Module Six: Review Questions

6. How many goals should you visualize at once?

A. 1

B. 2

C. 3

D. 4

Module Six: Review Questions

7. A goal that does not meet _____ values, is less likely to be reached.

A. Personal

B. Literal

C. Figurative

D. Balanced

Module Six: Review Questions

8. Why should you prioritize your goals?

A. To set expectations

B. To eliminate unimportant values

C. To understand alignment

D. To focus your energy

Module Six: Review Questions

9. What is an example of a goal?

A. Earn a promotion

B. Own a business

C. Save for retirement

D. All of the above

Module Six: Review Questions

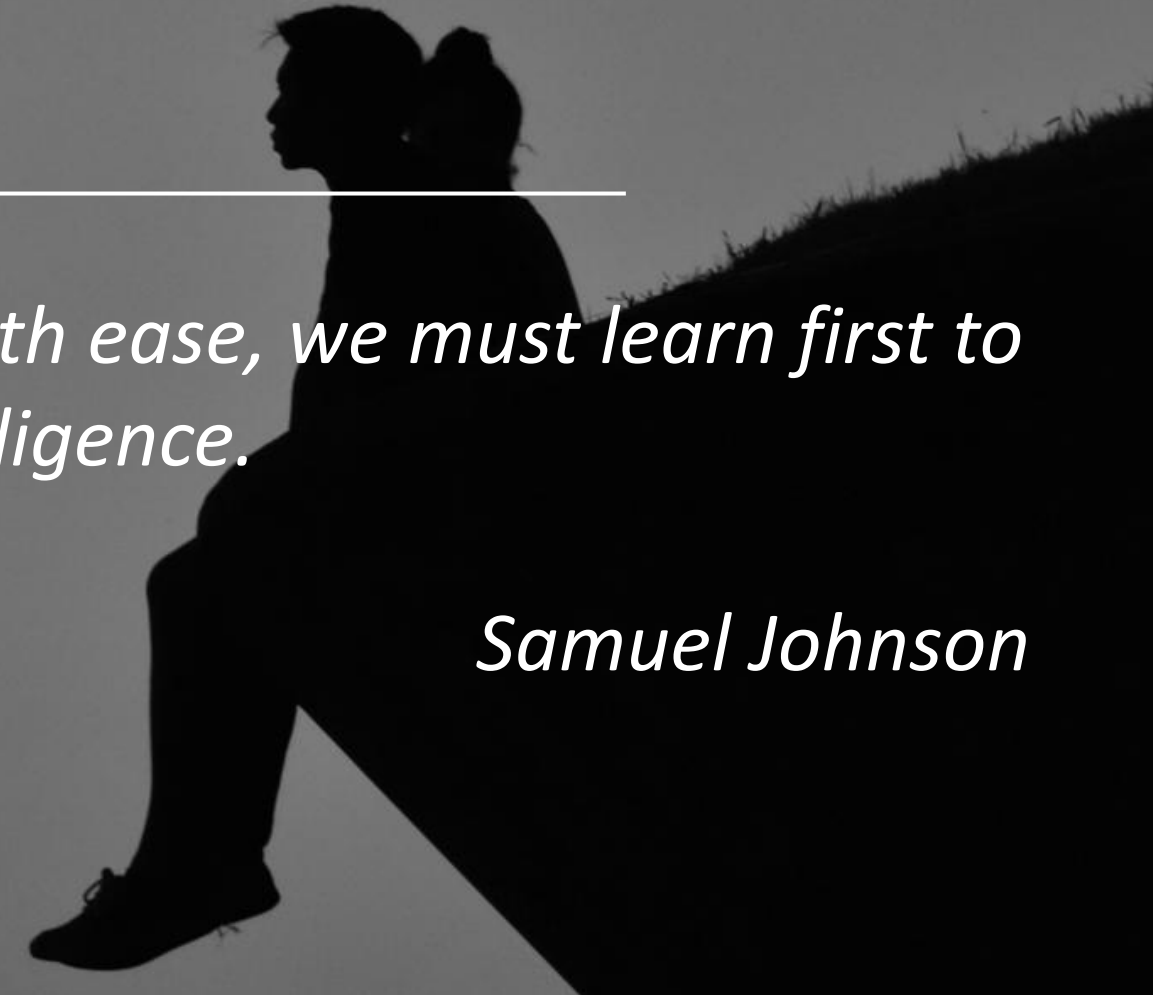
10. _____ must be specific.

A. 3 Ps

B. Prioritizing

C. Visualization

D. None of the above

A silhouette of a person with their hair in a bun, sitting on a grassy hill and looking out over a landscape. The person is positioned on the right side of the frame, with their back to the camera and slightly turned to the left. A thin white horizontal line is positioned above the quote, starting from the left and ending just before the person's silhouette.

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Whatever we hope ever to do with ease, we must learn first to do with diligence.

Samuel Johnson

MODULE SEVEN

Optional Ways to Work

While it may not be possible to provide every option, allowing for different work styles will improve company culture and promote balance.



Telecommuting

Cost

Productivity

Lowers stress

Job Sharing

- Better attendance
- Continuity
- Morale





Job Redesign

Content
Information
Elements
Description

Flex Time

Flex time does not alter the number of hours employees work, but it does give them the flexibility to choose when they work.



Practical Illustration



- Telecommuting
- Job Sharing
- Job Redesign
- Flex Time

Module Seven: Review Questions

1. How does telecommuting financially benefit companies?

A. Improves sales

B. Increases turnover

C. Reduces turnover

D. Reduces cost

Module Seven: Review Questions

2. Little communication can increase a sense of _____.

A. Aggression

B. Bitterness

C. Isolation

D. Interest

Module Seven: Review Questions

3. What is a con of job sharing?

A. Conflict

B. Attendance

C. Continuity

D. Morale

Module Seven: Review Questions

4. What is a pro of job sharing?

A. Conflict

B. Attendance

C. Inequality

D. Paperwork

Module Seven: Review Questions

5. What is the focus of redesign?

A. Productivity

B. Work-life balance

C. Cost

D. Attendance

Module Seven: Review Questions

6. The description should be rewritten to remove ____.

A. Responsibilities

B. Cost

C. Inconsistencies

D. Objections

Module Seven: Review Questions

7. What changes with flex time?

A. When hours are worked

B. Number of hours worked

C. Location

D. Policies

Module Seven: Review Questions

8. What is a con of flex time?

A. Morale

B. Productivity

C. Work-life balance

D. Miscommunication

Module Seven: Review Questions

9. What is an optional way to work?

A. Flex time

B. Job sharing

C. Telecommuting

D. All of the above

Module Seven: Review Questions

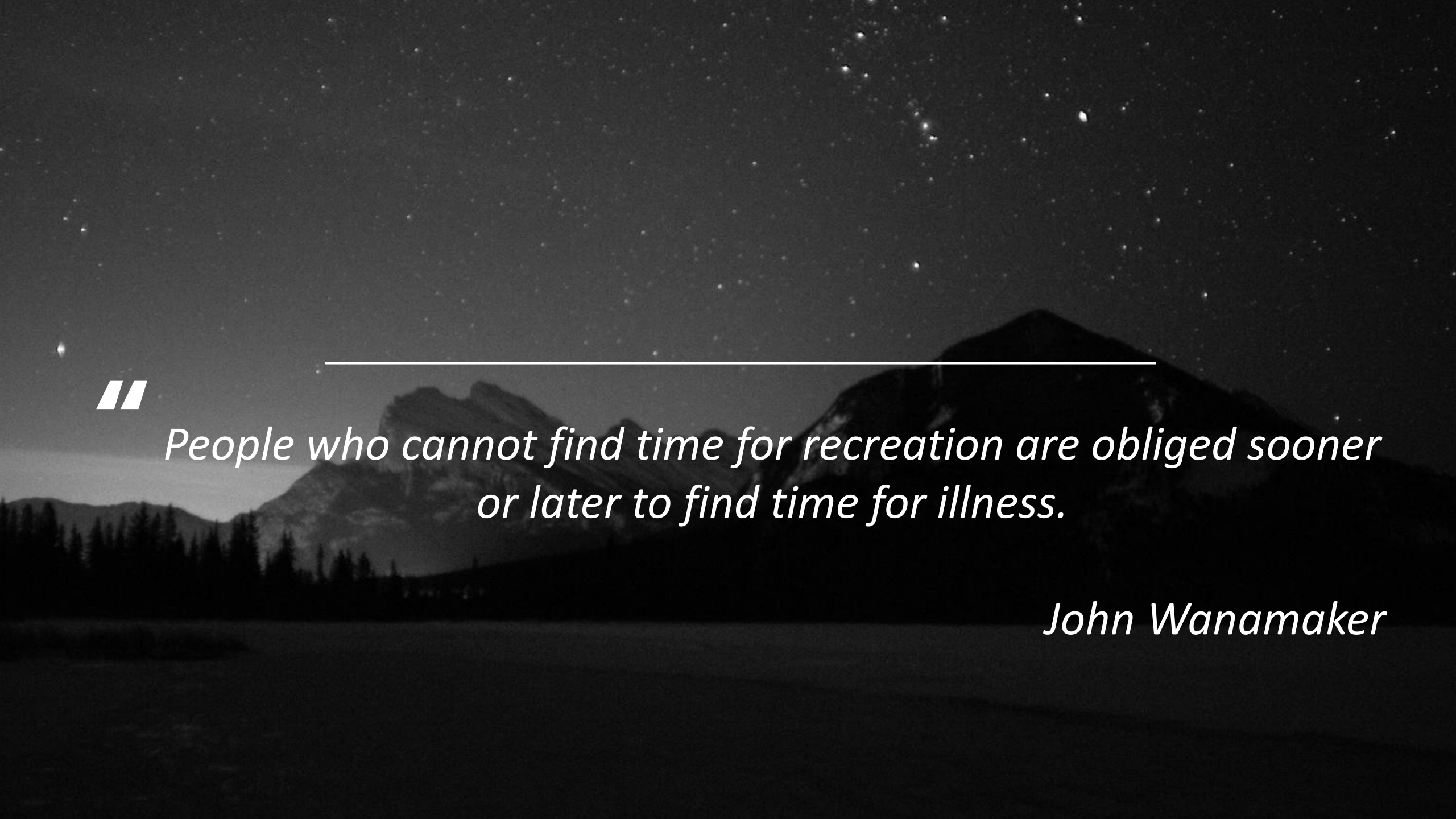
10. When telecommuting, many employees benefit from losing morning commutes and distracting _____.

A. Phone calls

B. Coworkers

C. Family

D. Social media



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People who cannot find time for recreation are obliged sooner or later to find time for illness.

John Wanamaker

MODULE EIGHT

At Work

Maintaining balance when at work can sometimes be difficult. Fortunately, there are a few useful tips that will help you regain your sense of balance while at work.



Leave Home Stress at Home

- Get up early
- Take advantage of the commute
- Communicate appropriately
- Find outlets

Break Up Large Tasks

Projects and deadlines can be overwhelming. If you have a large task ahead of you, you might be tempted to procrastinate.





Delegate

- Choose tasks to delegate
- Choose people to help
- Give instructions

Set Accurate Goals

Accurate goals decrease stress. This involves estimating the time that it will take to complete something.



Practical Illustration



- Leave Home Stress at Home
- Break up Large Tasks
- Delegate
- Set Accurate Goals

Module Eight: Review Questions

1. Who should you avoid venting to about home stress?

A. Friend

B. Counselor

C. Family

D. Coworker

Module Eight: Review Questions

2. What should you focus on in the morning?

A. Past

B. Stressors

C. Future

D. Loss

Module Eight: Review Questions

3. What are we tempted to do when overwhelmed?

A. Procrastinate

B. Focus

C. Work quickly

D. Slow down

Module Eight: Review Questions

4. What should you avoid doing when breaking up tasks?

A. Focusing

B. Looking ahead

C. Setting a schedule

D. Dividing the task

Module Eight: Review Questions

5. What should be delegated?

A. Complex tasks

B. Simple tasks

C. Sensitive tasks

D. Personal errands

Module Eight: Review Questions

6. What should you never do after delegating a task?

A. Be available

B. Help

C. Hover

D. Answer questions

Module Eight: Review Questions

7. What is the first step to accurate goals?

A. Be familiar with the requirements

B. List the different actions

C. Make individual estimates

D. Make the total estimate

Module Eight: Review Questions

8. Accurate goals are focused on _____.

A. Challenges

B. Steps

C. Changes

D. Time

Module Eight: Review Questions

9. Maintaining _____ when at work can sometimes be difficult.

A. Health

B. Employees

C. Balance

D. Confidence

Module Eight: Review Questions

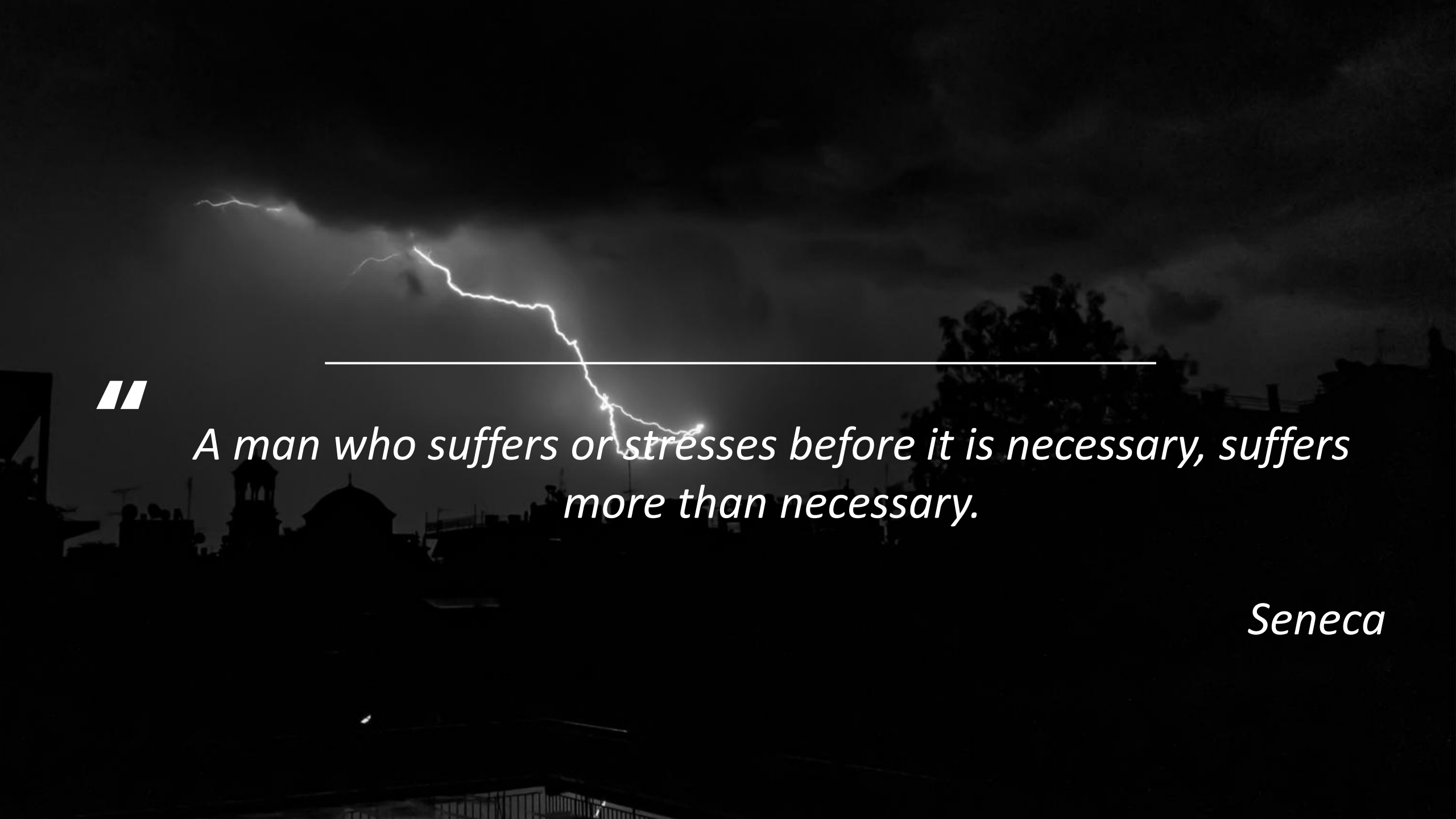
10. Becoming _____ can create job related stress.

A. Bored

B. Sidetracked

C. A and B

D. Neither A and B

A dramatic black and white photograph of a lightning bolt striking a dark, stormy sky over a city skyline. The lightning bolt is bright and jagged, cutting through the dark clouds. The city skyline is visible in the foreground, with silhouettes of buildings and a prominent dome. A horizontal white line is drawn across the middle of the image, passing behind the lightning bolt.

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A man who suffers or stresses before it is necessary, suffers more than necessary.

Seneca

MODULE NINE

At Home

Home has stress of its own, and it seems like the stress from work is constantly waiting to spill over into our home lives.

A close-up photograph of a person's hand with bright red nail polish, holding a silver ballpoint pen and writing on a white notepad. The person is wearing a dark suit jacket. The background is a soft, out-of-focus grey.

Leave Work Stress at Work

Bringing the stress of work home will ruin your family life. Additionally, not being able to separate from work will destroy your balance, increasing your stress level.

Turn Your Phone Off

Silencing the phone does not count as disconnecting. It does not matter when you disconnect, just that you do.





Take Some “Me” Time

There is no set expense or time frame that you have to follow when taking “me time.” It can be as simple as taking a walk.

Maintain Your Boundaries

Boundaries are important in every aspect of life. Without them, people will constantly pull our attention away from what is important.



Practical Illustration



- Leave Work Stress at Work
- Turn Your Phone Off
- Take Some “Me” Time
- Maintain Your Boundaries

Module Nine: Review Questions

1. What will help keep work stress out of the home on particularly difficult days?

A. Vent to family

B. Stop somewhere

C. Work late

D. Take the bus

Module Nine: Review Questions

2. What is an inappropriate way to vent about work?

A. To a friend

B. In the car

C. To family

D. To yourself

Module Nine: Review Questions

3. What is not accessible by cell phone?

A. Downtime

B. Calls

C. Email

D. Social network

Module Nine: Review Questions

4. What is the only way to disconnect?

A. Keep the phone by the bed

B. Turn off the phone

C. Silence the phone

D. Carry the phone

Module Nine: Review Questions

5. What is true of “me time”?

A. It requires a full day

B. You must take it

C. It is costly

D. It is optional

Module Nine: Review Questions

6. What is not an example of “me time”?

A. Walk

B. Spa day

C. Work calls

D. Coffee break

Module Nine: Review Questions

7. Boundaries change with _____.

A. Each person

B. Each job

C. Time of day

D. Culture

Module Nine: Review Questions

8. What is true of boundaries?

A. They are not important

B. They are universal

C. People always respect them

D. People will push them

Module Nine: Review Questions

9. To have _____ it is important to learn how to effectively manage the stress.

A. Phone calls

B. Communication

C. Work-life balance

D. All of the above

Module Nine: Review Questions

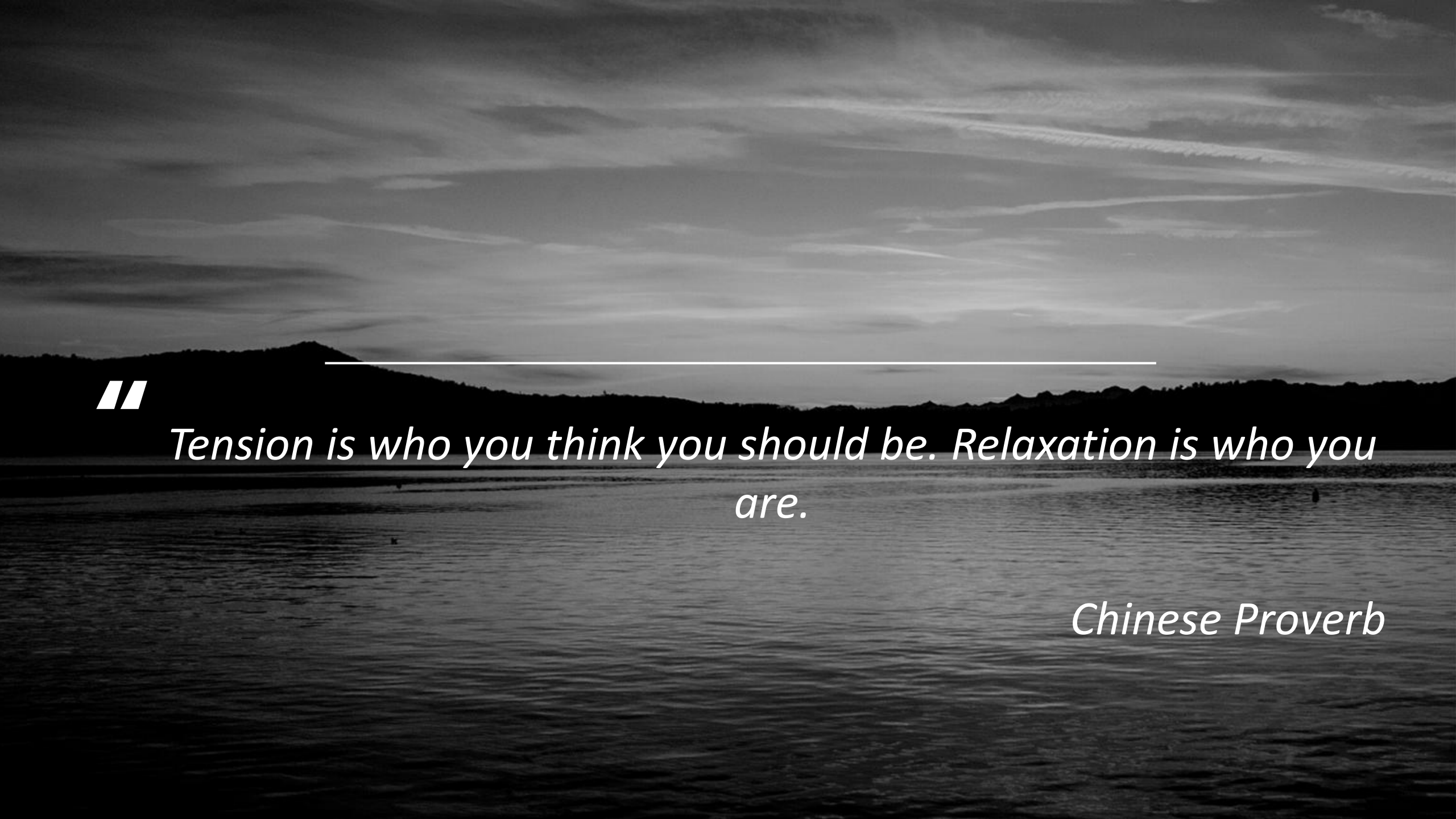
10. _____ is essential to a person's health and well-being.

A. Me time

B. Money

C. Goals

D. None of the above



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Tension is who you think you should be. Relaxation is who you are.

Chinese Proverb

MODULE TEN

Stress Management

It is impossible to experience work life balance without stress management. Fortunately, stress management is not too complicated; anyone can learn how to manage stress.



Exercise

- Choose an exercise you enjoy: You will not repeat an activity that you hate doing.
- Start slowly: If you over do it, you will simply become tired and discouraged.
- Schedule it: Exercise must be a priority or you will never get to it.

Eating Well

- Avoid sugar and caffeine
- Focus on nutrition
- Eat frequently





Getting Enough Sleep

Relax

Exercise

Have a
bedtime

Self- Assessment

The results of the assessment will reveal any changes that you need to make in order to improve your stress management.



Practical Illustration



- Exercise
- Eating Well
- Getting Enough Sleep
- Self-Assessment

Module Ten: Review Questions

1. What does exercise produce that fights stress?

A. Endorphins

B. Creativity

C. A and B

D. Neither A nor B

Module Ten: Review Questions

2. Exercise must be _____ to be effective?

A. Difficult

B. Strenuous

C. Consistent

D. Sporadic

Module Ten: Review Questions

3. What do people crave in times of stress?

A. Leafy greens

B. Protein

C. Fatty food

D. Grains

Module Ten: Review Questions

4. What is the drawback to caffeine?

A. Energy

B. Crash

C. High

D. Taste

Module Ten: Review Questions

5. How many hours of sleep should people get each night?

A. 6

B. 8

C. 5

D. 10

Module Ten: Review Questions

6. What is not an effect of sleep deprivation?

A. Increased Stress

B. Weak immune system

C. Increased immune function

D. Accidents

Module Ten: Review Questions

7. How do you determine how well you are managing stress?

A. Self-assessment

B. Hours slept

C. Comments from friends

D. Comments from family

Module Ten: Review Questions

8. What will **not** need to change to improve stress management?

A. Diet

B. Exercise

C. Sleep

D. Doctor

Module Ten: Review Questions

9. _____ is unavoidable.

A. Getting enough sleep

B. Eating enough vegetables

C. Stress

D. All of the above

Module Ten: Review Questions

10. Managing stress can be complicated, and not achievable by everyone.

A. True

B. False

A black silhouette of a person with their arms outstretched horizontally, set against a dark background with a lighter, hazy gradient at the bottom. A thin white horizontal line is positioned above the person's head.

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*I am free because I know that I alone am morally responsible
for everything I do.*

Robert A. Heinlein

MODULE ELEVEN

Working in a Home Office

Working in a home office and maintaining work-life balance requires preparation and regular evaluation of your work practices.



Setting Up a Home Office

It is important to set up the home office properly in the beginning. A poor work environment will only harm productivity.

Setting Boundaries

It is difficult to establish boundaries in a home office; people do not view a home the same way they see the work office.





Dealing with Distractions

Limit
access

Use a
timer

Turn off
the
television

Make a Schedule and Stick to It

Most people find a schedule that sets tasks for each hour helpful, but you may use any format or time block you like.



Practical Illustration



- Setting Up a Home Office
- Setting Boundaries
- Dealing with Distractions
- Make a Schedule and Stick to It

Module Eleven: Review Questions

1. A home office should be ____.

A. Dark

B. Accessible

C. Used for more than one purpose

D. Well-lit

Module Eleven: Review Questions

2. Where should a home office be, ideally?

A. In the midst of activity

B. In the kitchen

C. A separate room

D. In the bedroom

Module Eleven: Review Questions

3. You may base home office boundaries on _____.

A. Workplace rules

B. Goals

C. Family input

D. Family schedule

Module Eleven: Review Questions

4. What is true of home office boundaries?

A. They are easy to keep

B. People will push them

C. They are recognized by most people

D. People respect them

Module Eleven: Review Questions

5. Avoid allowing _____ in the office, to prevent distractions?

A. Books

B. Family

C. Equipment

D. Timers

Module Eleven: Review Questions

6. When should you surf the internet?

A. When bored

B. Never

C. At scheduled breaks

D. After work

Module Eleven: Review Questions

7. _____ make(s) the schedule when you work from home.

A. You

B. The company

C. Clients

D. Your children

Module Eleven: Review Questions

8. Most people schedule tasks for each _____.

A. Month

B. Week

C. Day

D. Hour

Module Eleven: Review Questions

9. Working in a home office and maintaining work-life balance requires _____.

A. Preparation

B. Evaluation

C. A and B

D. Neither A nor B

Module Eleven: Review Questions

10. Not creating a proper at-home work environment will _____.

A. Not matter

B. Harm productivity

C. A and B

D. Neither A nor B

MODULE TWELVE

Wrapping Up

Although this workshop is coming to a close, we hope that your journey to improve your Work-Life Balance skills is just beginning.



Words From the Wise

It is balance; we need it. The sad part is that some people pay more attention to their credit than they do to their own balance in life!

- Catherine Pulsifer

Wisdom is your perspective on life, your sense of balance, your understanding of how the various parts and principles apply and relate to each other.

- Steven R. Covey

Balance is not better time management, but better boundary management. Balance means making choices and enjoying those choices.

- Betsy Jacobson