

Work-Life Balance Workshop

Course Duration 1 Day

Having a balance between work and home life can be a challenge. With this challenge come great rewards when it is done successfully. By balancing a career with home life it will provide benefits in each environment. You will become healthier, mentally and physically, and you will be able to produce more career wise.

With a Work-Life Balance you will be managing your time better. Better time management will benefit all aspects of life; you will be working less and producing more. This workshop will show how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work and your family at home.

Course Objectives

At the end of the course participants will be able to:

- Explain the benefits of work life balance.
- Recognize the signs of an unbalanced life.
- Identify employer resources for a balanced lifestyle.
- Improve time management and goal setting.
- Use the most effective work methods for you.
- Create balance at work and at home.
- Manage stress.

Course Outline

Benefits of a Healthy Balance

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

Signs of an Imbalance

Health Risks
Absenteeism
Burnout
Stress

Employer Resources

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

Tips in Time Management

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

Goal Setting

The Three Ps
SMART Goals
Visualization
Prioritizing Your Goals

Optional Ways to Work

Telecommuting
Job Sharing
Job Redesign
Flex Time

At Work

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

At Home

Leave Work Stress at Work
Turn Your Phone Off
Take Some "Me" Time
Maintain Your Boundaries

Stress Management

Exercise
Eating Well
Getting Enough Sleep
Self-Assessment

Working in a Home Office

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