

Work-Life Balance Workshop

Having balance between work and home life can be a challenge. Balancing a career with home life will provide benefits in each environment. You will become healthier, mentally and physically, and you will increase your productivity, career wise.

With improved Work-Life Balance you will be managing your time better; you will be working less and producing more. This workshop will show you 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.

Workshop Objectives:

- 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.



- Module Two: Benefits of a Healthy Balance
 - Why It's Important
 - Increased Productivity
 - Improved Mental and Physical Health
 - Increased Morale
 - Practical Illustration
 - Module Two: Review Questions
- Module Three: Signs of an Imbalance
 - Health Risks
 - Absenteeism
 - Stress
 - Burnout
 - Practical Illustration
 - Module Three: Review Questions
- Module Four: Employer Resources
 - Offer More Employee Control
 - Ask Employees for Suggestions
 - Employee Assistance Program (EAP)
 - Reward Your Staff
 - Practical Illustration
 - Module Four: Review Questions
- Module Five: Tips in Time Management
 - The Urgent/Important Matrix
 - Learn to Say No
 - Stay Flexible
 - 80/20 Rule
 - Practical Illustration
 - Module Five: Review Questions
- Module Six: Goal Setting
 - The Three Ps
 - SMART Goals
 - Visualization
 - Prioritizing Your Goals
 - Practical Illustration
 - Module Six: Review Questions
- Module Seven: Optional Ways to Work
 - Telecommuting
 - Job Sharing
 - Job Redesign
 - Flex Time
 - Practical Illustration
 - Module Seven: Review Questions
- Module Eight: At Work
 - Leave Home Stress at Home
 - Break up Large Tasks
 - Delegate
 - Set Accurate Goals
 - Practical Illustration
 - Module Eight: Review Questions
- Module Nine: At Home
 - Leave Work Stress at Work
 - Turn Your Phone Off
 - Take Some "Me" Time
 - Maintain Your Boundaries
 - Practical Illustration
 - Module Nine: Review Questions
- Module Ten: Stress Management
 - Exercise
 - Eating Well
 - Getting Enough Sleep
 - Self-Assessment
 - Practical Illustration
 - Module Ten: Review Questions
- Module Eleven: Working in a Home Office
 - Setting Up a Home Office
 - Setting Boundaries
 - Dealing with Distractions
 - Make a Schedule and Stick to It
 - Practical Illustration
 - Module Eleven: Review Questions