

WORK LIFE

DAILY SCHEDULE

S.No.	DESCRIPTION	TIME (Hrs).
1	Work	8
2	Sleep	8
3	Travelling to Office & Return to House	2
4	Ready for Office	2
5	Spending time with family	1
6	Exercise	1
7	Eating Breakfast, Lunch & Dinner	2
	TOTAL	24 HOURS

Outside of Work

a) What do you do in life

When there is work

Half Life

No proper time to spend

b) What do you do

When there is no work

Full Life

Plenty of Time to Spend

Can go to vacation but no money

Mental Stress

Life is Boring



At Work

Questions

a) Why do you carry work

Earn Money

To feed family

To Educate Children

To take care of Medical, House Rent etc.

b) What will happen when

there is no work

Full of problems

Mental Stress

No Enjoyment

Life is Boring

Potential Signs and Symptoms of Burn out

Behavioral/Professional Changes:

Tiredness and absenteeism

Being critical of others

Being sarcastic and cynical

Spending less time with colleagues

Making professional errors

Decrease in quality of paperwork and reports

Being less respectful of clientele

Consequences of burnout for you?

Excessive stress

Fatigue

Insomnia

A negative spillover into personal relationships or home life

Depression

Anxiety

Alcohol or substance abuse

Heart disease

High cholesterol

Type 2 diabetes, especially in women

Stroke

Obesity

Vulnerability to illnesses

Lot of money in healthcare spending

Potential Signs and Symptoms continued...

Emotional / Psychological Changes

Apathy

Frustration

Anxiety

Depression

Irritability

Hopelessness

Concentration Difficulties

Alienation

Isolation

Doubting one's values or beliefs

Potential Signs and Symptoms continued...

Physical Changes

Rapid Pulse

Fatigue

Weakness and Dizziness

Weight Changes

Insomnia or Increased Sleep

Reduced Resistance to Infection

Memory Problems

Gastrointestinal Complaints

**WHY DOES
THIS HAPPEN?**

“Let’s Acknowledge...”

The challenging and often thankless work you do everyday

The “Cost of Caring” and the reality of finite personal resources

The % of time you spend working is high

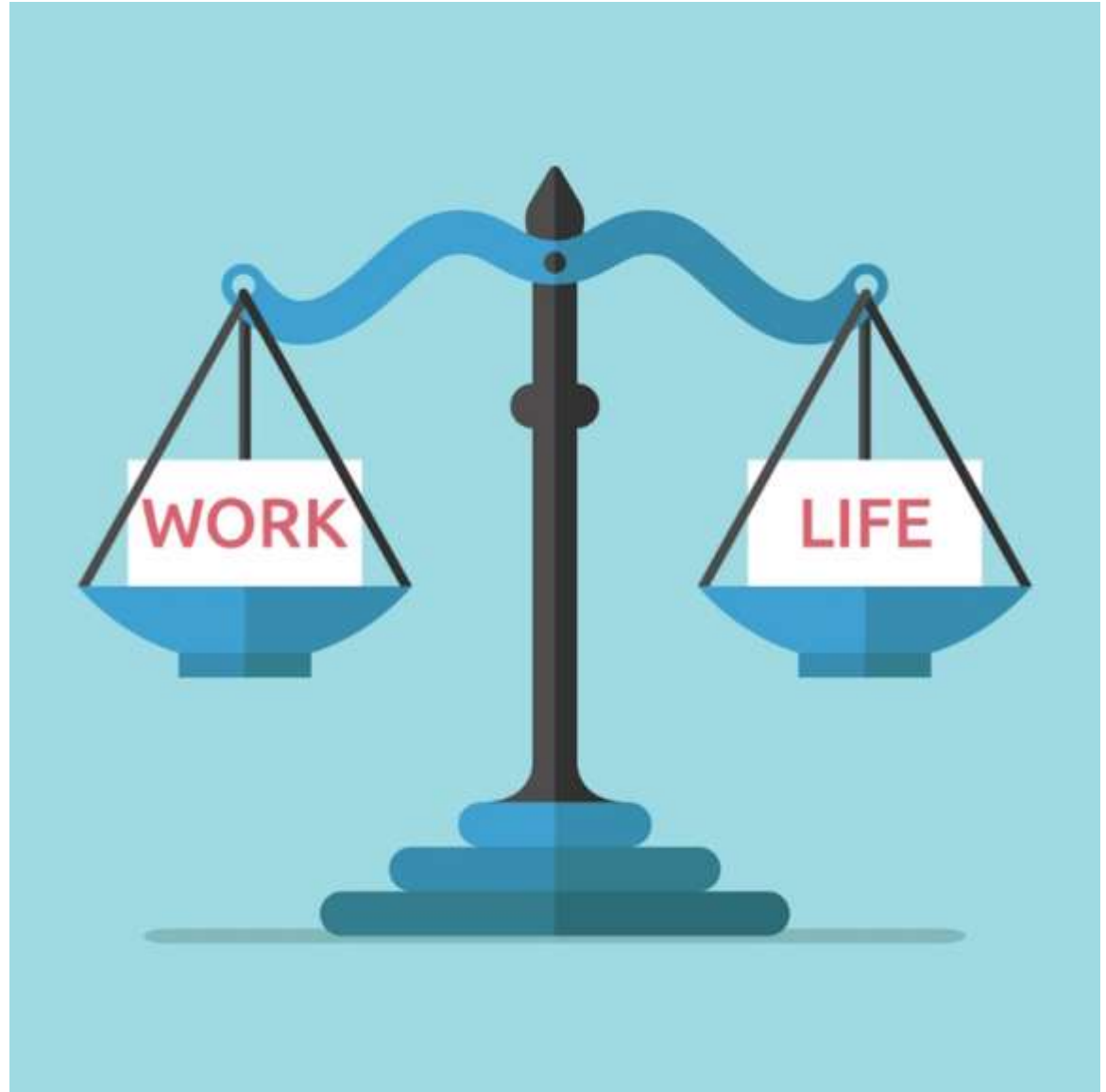
That most of our work environments are just “not there yet” and that balancing self-care and everything else is challenging

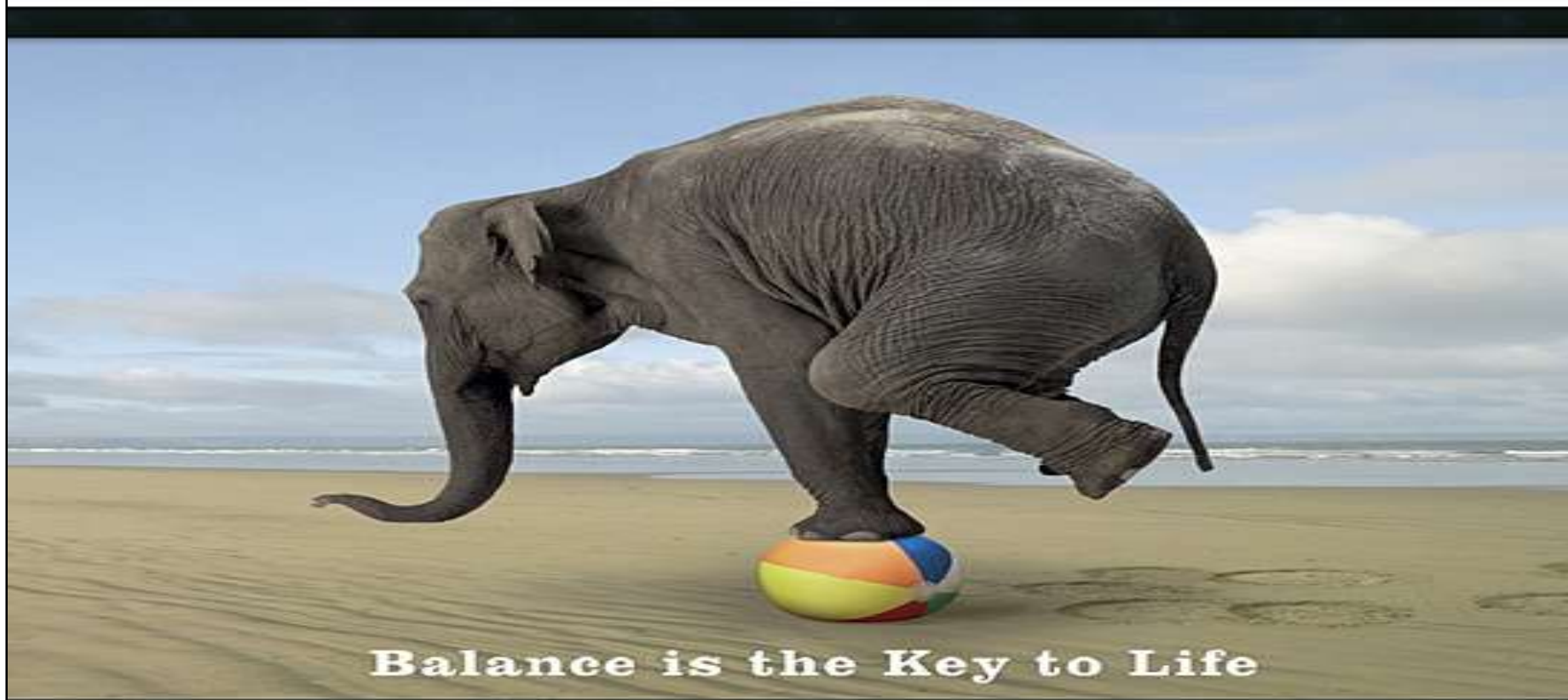
That not everything will “fit” for you and that this is a highly individualized process

That for some of us this may be harder (but very possible) due to many factors such as experiences of:

**multiple traumas
oppression
disabilities**

**“Both a
person’s job
and personal
life are equal”**



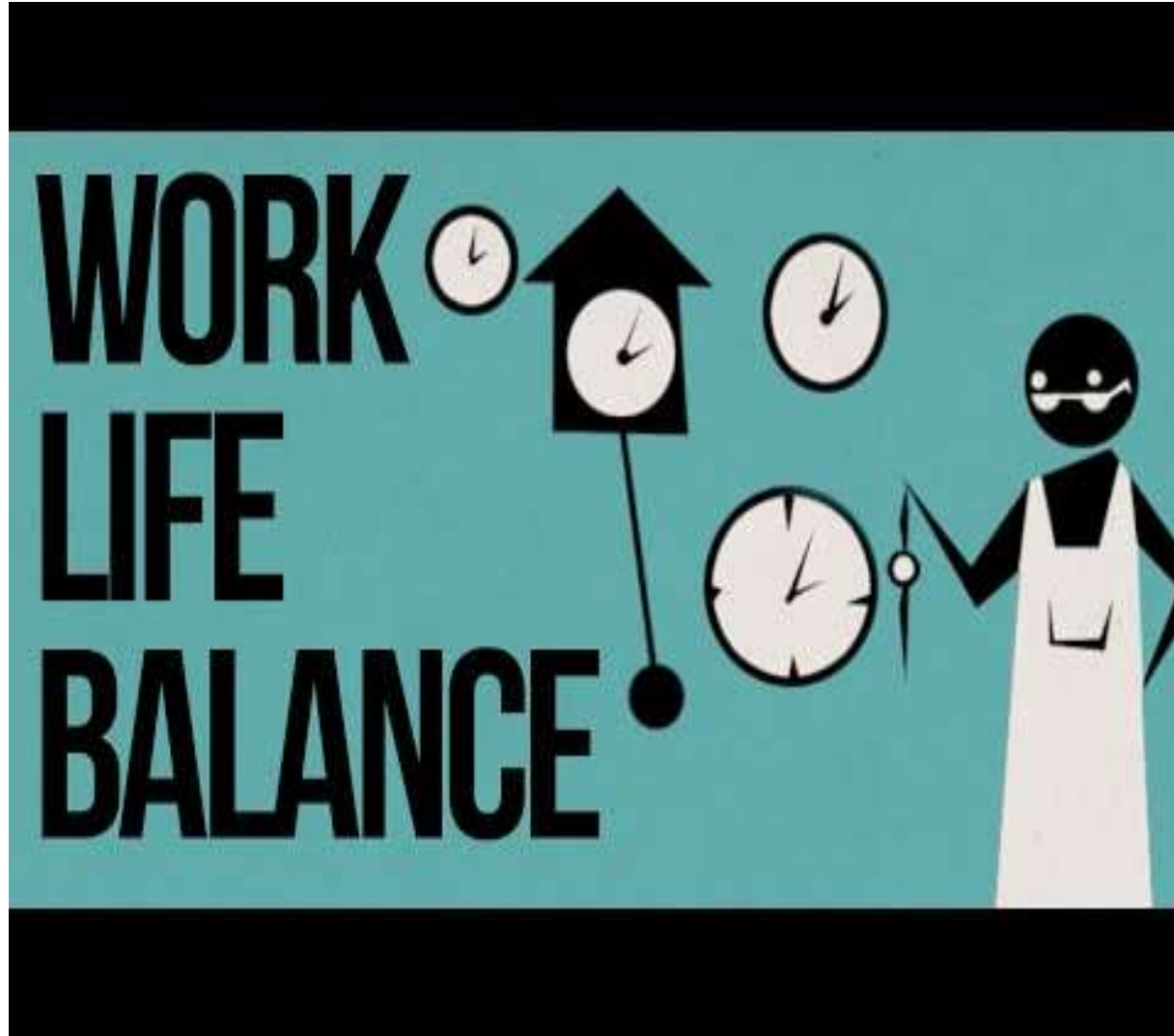


Balance is the Key to Life



*A true balance between work and life comes with knowing
that your life activities are integrated, not separated.*

Work Life Balance (re) defined



Taking care of you at work

- **Self care**
- **Managing stress**
- **Working efficiently**
- **Happier More fulfilled days for you**

Work Skill Sets

Delegation skills :

- **Communication**
- **Giving Feedback**
- **Time Management**
- **Training work tasks**
- **Establishing Trust**

Work Life Balance

Can we be sure to include the following elements:

1. *Techniques to achieve work-life balance
(i.e. improving delegation skills, prioritization of work, etc.)*
2. *How to communicate with your leader when work/life become unbalanced.
What information you would gather and how to understand their style of communication/expectations.*
3. *The effects of not having balance on your work, health, family, etc.*
4. *Examples of “been there/done that”, in other words...
strategies people have used and had success with!*

Biggest Barriers



- FEELS SELF INDULGENT
- UNPRODUCTIVE
- NEED TO PLACE OTHERS NEEDS
- BEFORE MINE
- NOT THINKING ABOUT IT
- MONEY
- TIME
- TOO TIRED
- WORK
- PERCEPTION OF NOT DOING ENOUGH AT WORK

Find YOUR healthy



Ways work place can support

- Professional/Personal Development opportunities
- Team Building opportunities
- Mental well being
- Physical Health (nutrition and exercise)
- Financial wellness
- Searching for New Techniques or platform
- Ways to fasten the work
- Time Management
- Improve Organisational Growth
- Increase Output

**PEOPLE ARE
THE MOST IMPORTANT
ASSET
IN THIS ORGANIZATION**
THAT MEANS YOU

Objectives

- To understand what work life balance really means
- To understand consequences when imbalance occurs
- Identify at least 1 way to encourage balance in others you work with or supervise
- Identify 3 ways to improve your own balance and care

For 2 minutes per day think of one positive experience that happened in last 24 hours

**Bullet point every sight, sound, smell, taste, feeling
Brain can't differentiate between visualization
and actual experience so you have just doubled
the positive experience!**

**Study showing you can drop your pain medication
by 50 %.**

Use your brain: Myth of Multi-tasking

Neuro scientists know that multi-tasking doesn't exist

- Quick task switching exists
- Too much "multi-tasking" can create patterns similar to that of **Attention-deficit/hyperactivity disorder** (ADHD) when it comes to focus and concentration
- TRY 20 minutes a day of deep thought into 1 single topic/subject

Group Exercise



- Pick a partner
- Think of a memory or story that has always made you laugh
- Share it with someone you think will appreciate it most

What emotions did you feel while re-telling this story?
Re-energizes us and buffers stress

Your Self-care (Write Down)

Outside of Work

1.

2.

3.

4.

5.

6.

7.

At Work

1.

2.

3.

4.

5.

6.

7.

Outside of Work

Crafting

Playing video games

Time with family

Bike riding

Reading

Travelling

Preparation for Office

Exercise

Visiting Temples

Travelling

At Work

- Compassion for my “failures”
- Protecting Schedule
- Work outside the office when possible
- Mindful breaths in between meetings
- Consultation and sharing with colleagues
- Helpful for Organisational Growth

WORK LIFE

