

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.

**Module One: Getting Started**

- Workshop Objectives

**Module Two: Benefits of a Healthy Balance**

- Why It's Important
- Increased Productivity
- Improved Mental and Physical Health
- Increased Morale
- Case Study
- Module Two: Review Questions

**Module Three: Signs of an Imbalance**

- Health Risks
- Absenteeism
- Burnout
- Stress
- Case Study
- Module Three: Review Questions

**Module Four: Employer Resources**

- Offer More Employee Control
- Ask Employees for Suggestions
- Employee Assistance Program (EAP)
- Reward Your Staff
- Case Study
- Module Four: Review Questions

**Module Five: Tips in Time Management**

- The Urgent/Important Matrix
- Learn to Say No
- Stay Flexible
- 80/20 Rule
- Case Study
- Module Five: Review Questions

**Module Six: Goal Setting**

- The Three Ps
- SMART Goals
- Visualization
- Prioritizing Your Goals
- Case Study
- Module Six: Review Questions

**Module Seven: Optional Ways to Work**

- Telecommuting
- Job Sharing
- Job Redesign
- Flex Time
- Case Study
- Module Seven: Review Questions

**Module Eight: At Work**

- Leave Home Stress at Home
- Break Up Large Tasks
- Delegate
- Set Accurate Goals
- Case Study
- Module Eight: Review Questions

**Module Nine: At Home**

- Leave Work Stress at Work
- Turn Your Phone Off
- Take Some Me<sup>2</sup> Time
- Maintain Your Boundaries
- Case Study
- Module Nine: Review Questions

**Module Ten: Stress Management**

- Exercise
- Eating Well
- Getting Enough Sleep
- Self-Assessment
- Case Study
- 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
- Case Study
- Module Eleven: Review Questions

**Module Twelve: Wrapping Up**

- Words from the Wise
- Lessons Learned
- Completion of Action Plans and Evaluations