

Work-Life Balance Workshop

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.

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.



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Session One: Getting Started

Workshop Objectives

Session Two: Benefits of a Healthy Balance

Why It's Important

Increased Productivity

Improved Mental and Physical Health

Increased Morale

Case Study

Session Three: Signs of an Imbalance

Health Risks

Absenteeism

Burnout

Stress

Case Study

Session Four: Employer Resources

Offer More Employee Control

Ask Employees for Suggestions

Employee Assistance Program (EAP)

Reward Your Staff

Case Study

Session Five: Tips in Time Management

The Urgent/Important Matrix

Learn to Say No

Stay Flexible

80/20 Rule

Case Study

Session Six: Goal Setting

The Three Ps

SMART Goals

Visualization

Prioritizing Your Goals

Case Study

Session Seven: Optional Ways to Work

Telecommuting

Job Sharing

Job Redesign

Flex Time

Case Study

Session Eight: At Work

Leave Home Stress at Home

Break up Large Tasks

Delegate

Set Accurate Goals

Case Study

Session Nine: At Home

Leave Work Stress at Work

Turn Your Phone Off

Take Some "Me" Time

Maintain Your Boundaries

Case Study

Session Ten: Stress Management

Exercise

Eating Well

Getting Enough Sleep

Self-Assessment

Case Study

Session 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

Session Twelve: Wrapping Up

Words from the Wise

Lessons Learned