

# HARMONY AT WORK— NAVIGATING WORK-LIFE BALANCE

WITH 3 KEY PRINCIPLES



Learn the terms!



**Work-life balance** is when work and non-work activities are compatible and promote growth and well-being.

**Work-life integration** is a holistic approach that seamlessly blends work and personal activities.

*It emphasizes a flexible coexistence, focusing on prioritizing sleep, food, movement, stress management, and connection.*

**Work-life interference** happens when the demands of your job negatively affect your personal life, making it challenging to balance work and non-work responsibilities.

*It occurs when work obligations spill over and impact your ability to fulfill personal or family-related duties, engage in leisure activities, or maintain a healthy work-life balance.*



**“Imbalances and interferences can lead to burnout and poor well-being!”**

## LEARN 3 SIMPLE RULES for Improved Well-being:



### RULE 1: Rethink Productivity

- Long hours do not equal productive hours (focus on flow).
- Reevaluate the quality of your work over the quantity of hours spent (rest often and close your stress loops).
- Prioritize tasks based on impact and urgency to maximize efficiency (lean on JD-R).

### RULE 2: Boost Efficiency and Well-being

#### TIME MANAGEMENT:

- Embrace the flow state & focused work to enhance concentration.
- Differentiate between priorities and time-wasting activities for effective task management.

#### MINIMIZE DECISION FATIGUE:

- Make key decisions early in the day to conserve mental energy.
- Limit and simplify choices to reduce decision-making stress.

#### COLLABORATION:

- Leverage your community for support and shared workload.
- Engage in workload management exercises (JD-R) to optimize productivity.

#### AVOID OVERCOMMITTING:

- Learn to say "no" to low-impact tasks to maintain focus on essential work.
- Prioritize essential tasks and set clear goals for a more organized approach.

#### PERSONAL STRATEGIES:

- Identify optimal time, conditions, and routines to enhance personal productivity.
- Adapt to your unique preferences and stay flexible to accommodate changes.



### RULE 3: Drive Systemic Change

- Open a dialogue about the importance of work-life balance within your workplace.

#### Advocate for systemic change through:

- Employee Resource Groups (ERG's) to promote a supportive work environment.
- Art & Wellness Initiatives to foster creativity and reduce stress.
- Peer Support Networks for emotional and professional support.
- Diversity, Equity, and Inclusion (DEI) Workshops to create a more inclusive workplace.
- No Meeting Mondays to dedicate time for focused work and personal well-being.

## CAN YOU THINK OF OTHER WAYS TO FOSTER SYSTEMIC CHANGES?



Taking care of family and handling the challenges of the "sandwich generation" is really important. Having enough resources, like time and energy, is super key for how well we do things and handle changes. If we lose more resources than we gain, it can get tough (we call it a "loss spiral"). **So, conserving our resources is not just something we'd like to have – it's necessary.**



SCAN

ANSWER QUESTION 8

REVIEW WELLNESS SHOT #3 "CONSERVE YOUR RESOURCES"

TRY THE "WORKLOAD MANAGEMENT AND WORK ENHANCEMENT EXERCISE".