

~~Work-Life Balance~~

Life Blend

SupportLinc Employee Assistance
Program (EAP)

Penn State Health



Disclaimer

The general views, thoughts and opinions expressed in this presentation are expressly those of the presenter. The presentation is intended to provide general tips, advice and coping skills, and may not entirely pertain to your circumstance or you as an individual in a professional or clinical capacity. For specific advice on your unique situation, please reach out to a licensed financial or clinical professional for a confidential, one-on-one consult. CuraLinc Healthcare and the presenter are not held responsible or liable for any consequences or damages due to an individual taking action based on the information presented herein.

Objectives

This training is designed to help you:

- Understand the importance of effective life blend
- Recognize the relationship between lack of healthy life blend and burnout
- Discover how to make changes to improve life blend
- Learn how to maintain changes

What is life blend?

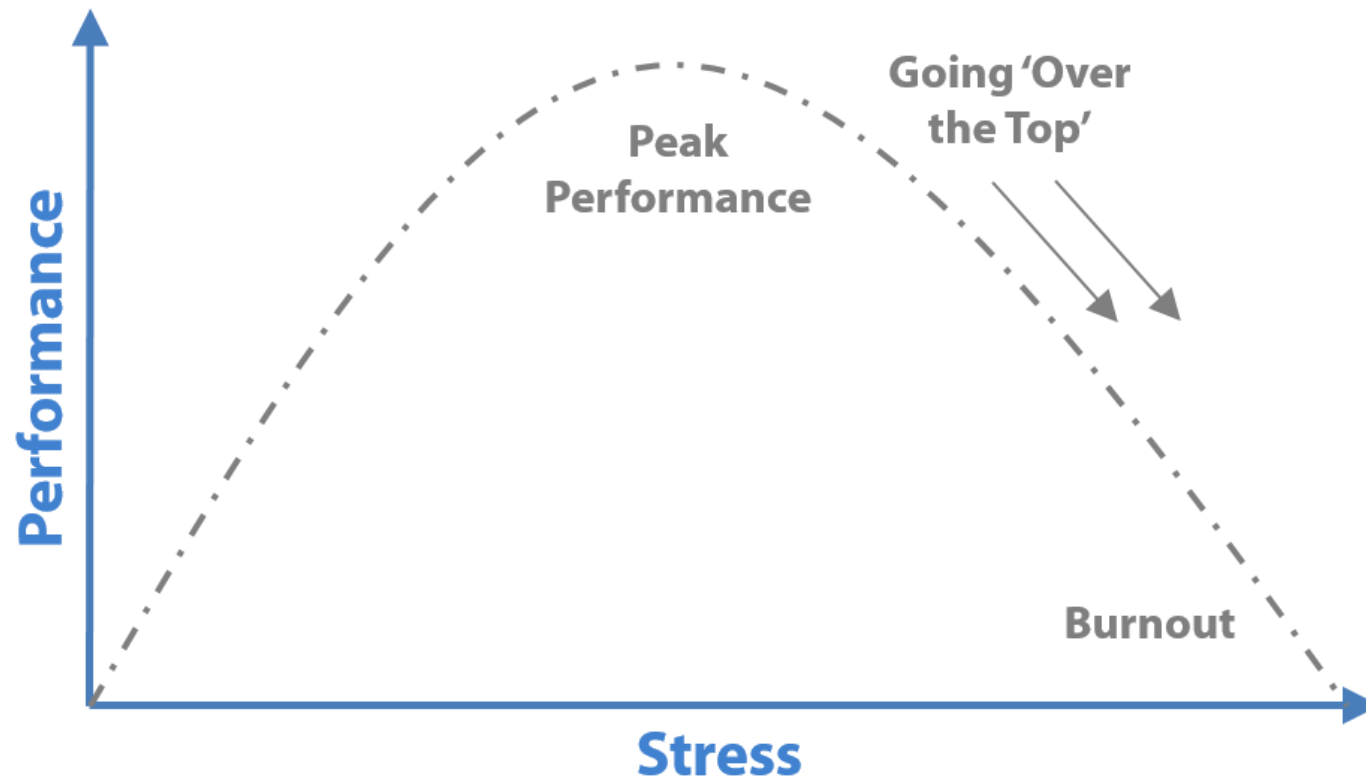


Activating balanced blend



- Be aware of your resources
- Identify sources of competing demands
- Adjust behavior and focus for each role

Impact of stress



Effects of stress

Common signs:

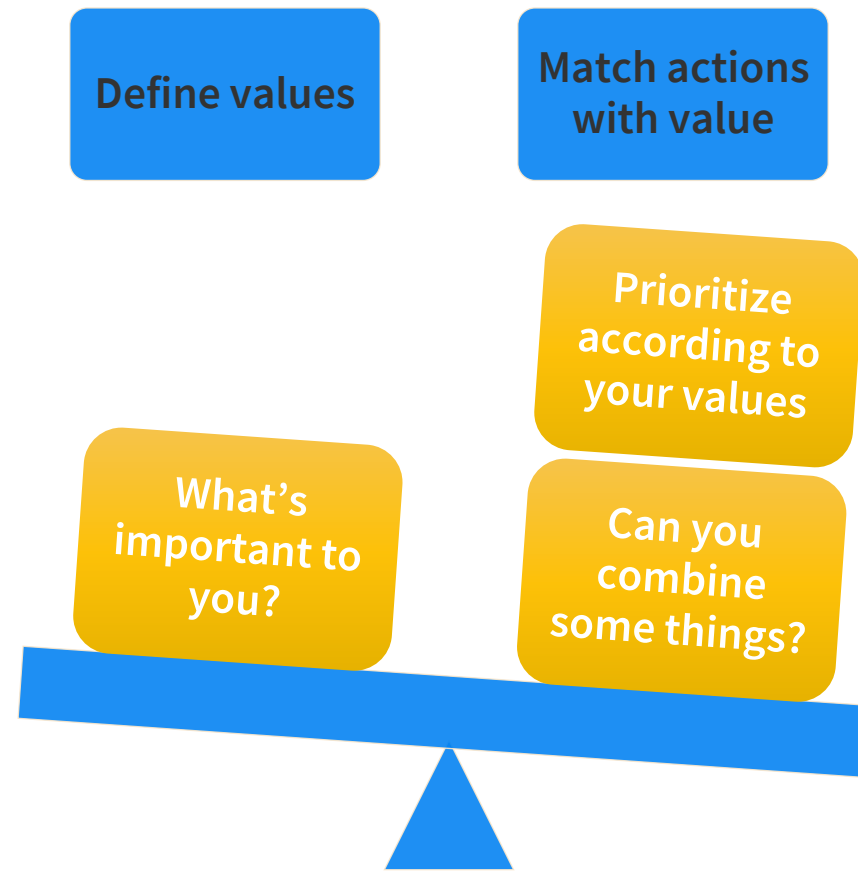
- Physical (aches and pains)
- Energy level and sleep
- Negative feelings
- Other signs

Always ask your doctor about any new or unexplained physical symptoms.

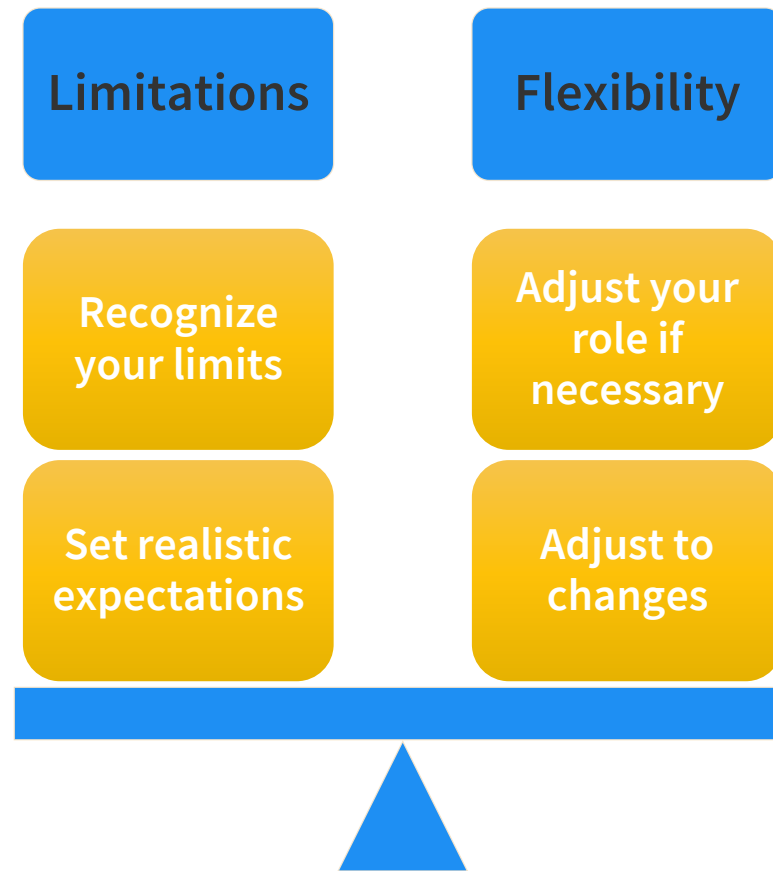
Signs of burnout

- Loss of pleasure in social activities
- Feelings of anger, sadness and frustration
- Physical problems such as tiredness, fatigue and low energy
- Poor morale at work and home
- Absenteeism/tardiness at work

Finding balance



Finding balance



Demonstration and practice

The miracle question



The miracle question

Suppose a miracle occurs...

- What is the first thing you will notice?
- What do you see yourself doing?
- How will you be doing that?
- What will you be thinking?
- How will you be feeling?

Taking ownership

Taking ownership brings relief

- What is within your control?
- What can be changed?
- What cannot be changed?
- What are your expectations?

Take action

Communicate with your family

- Set priorities
- Identify potential conflicts
- Find creative ways to meet needs

Take action

Communicate with your employer

- Understand company aims and goals
- Express your wishes appropriately



Take action

Obtain support from others

- Recruit help from your family
- Ask for assistance from your employer
- Ask, don't dictate

Things to remember

Recognize and stick to your personal priorities

Prioritize your responsibilities

Don't take on too much

Know your limitations

Take care of yourself

Developing coping skills

- Relaxation techniques
 - Deep breathing
 - Mindfulness meditation
 - Yoga or tai chi
- Nutrition and hydration
- Problem-solving skills
- Daily exercise
- Massage
- Laughter



Defining self-care



- Intentional act of meeting one's emotional, physical or spiritual needs
- Helps restore and refresh the mind, body and spirit
- Our mind and body are deeply connected
- It is NOT selfish

Self-care techniques

Low effort

- Take a 10-minute break from whatever you're doing
- Take a short nap
- Apply body lotion, face creams, essential oils etc.
- Listen to a podcast, audiobook or music
- Watch a light-hearted TV show or movie
- Reach out to a friend or family member
- Make a gratitude list
- Drink water



Self-care techniques continued

Medium effort

- Read a book
- Take a bath
- Stretch
- Make a meal
- De-clutter your space
- Make a list of goals
- Do physical activity
- Go for a long drive, walk or bike ride
- Try meditation
- Knock things off your to-do list



Self-care techniques continued



Higher effort

- Plan a fun weekend get-a-way
- Rearrange a space in your home
- Journal daily
- Find places to volunteer that mean something to you
- Learn a new skill
- Connect with your spirituality
- Set boundaries wherever needed in your life, relationships etc.
- Try a new method of physical activity
- Say “no” to things causing you distress

Signs of success



You feel less tension about how to distribute your time between work and family



You behave in a manner consistent with what's most important to you



You are able to be flexible and adjust to changes



Your communication with family and work is open and honest



You feel less stressed and avoid burnout

Interactive toolkits

Mindfulness

www.mindfulness.tools

Practical tools and exercises for incorporating mindfulness into everyday life.

Meditation

www.meditate.tools

Easy-to-use collection of resources that includes guided meditations, tip sheets and more.

Resiliency

www.resiliency.tools

Skill development resources to help you 'bounce back' from challenging situations.

Sleep fitness

www.sleepfitness.tools

Information and resources to help you learn good sleep habits and achieve healthy sleep.

What is SupportLinc?

The SupportLinc Employee Assistance Program (EAP) is a health benefit, separate from your medical insurance, offered by your employer to help you manage life's daily challenges.

SupportLinc can refer you to professional counselors, services and resources that will help you and your eligible family members resolve a broad range of personal and work-related concerns.

What services are included?

Work-life benefits



Legal consultation

Free in-person or telephonic consultation with a licensed attorney

No employment law



Dependent care referrals

Expert referrals to child and adult/elder care providers, facilities and other resources



Financial consultation

Expert guidance and consultation from financial professionals



“Convenience” referrals

Guidance and referrals to a variety of daily living resources: home improvement, entertainment services, pet care, auto repair, wellness, travel, handymen, volunteer opportunities etc.



Identity theft consultation

Free consultation with an identity theft recovery professionals

Tailored recovery action plan

Getting started



Call: 1-888-881-LINC (5462)



QR Code:



Visit: www.supportlinc.com



Log in or create account
(code: psh)

SupportLinc

Support for everyday issues. Every day.

Additional resources

There was a time when the boundaries between work and home were fairly clear. Today, however, work is likely to invade your personal life, and maintaining work-life balance is no simple task. Technology that enables constant connection to work can eat into time at home. Work-life balance can be especially difficult for parents of young children; almost 60 percent of employed first-time mothers in the United States return to work within 12 weeks after childbirth.

Still, work-life balance isn't out of reach. Start by evaluating your relationship to work. Then apply specific strategies to help you strike a healthier balance.

Consider the cost

It can be tempting to rack up hours at work, especially if you're trying to earn a promotion or manage an ever-increasing workload — or simply keeping your head above water. If you're spending most of your time working, though, your home life will take a hit. Consider the consequences of poor work-life balance:

- **Fatigue.** When you're tired, your ability to work productively and think clearly might suffer, which could take a toll on your professional reputation or lead to dangerous or costly mistakes.
- **Poor health.** Stress is associated with adverse effects on the immune system and can worsen the symptoms you experience from any medical condition. Stress also puts you at risk of substance abuse.
- **Lost time with friends and loved ones.** If you're working too much, you might miss important family events or milestones. This can leave you feeling left out and might harm relationships with your loved ones. It's also difficult to nurture friendships if you're always working.
- **Increased expectations.** If you regularly work extra hours, you might be given more responsibility, which could lead to additional concerns and challenges.

Find a healthy balance

As long as you're working, juggling the demands of career and personal life will probably be an ongoing challenge. But if you can learn both to set limits and look after yourself, you can achieve the work-life balance that's best for you:

- **Setting limits.** You can't manufacture time. If you don't set limits, then work or other obligations can leave you with no time for the activities and relationships you enjoy.
- **Track your time.** Pay attention to your daily tasks, including work-related and personal activities. Decide what's necessary and what satisfies you the most.
- **Manage your time.** Cut or delegate activities you don't enjoy or can't handle or share your concerns and possible solutions with your employer or others. Organize household tasks efficiently, such as running errands in batches or doing a load of laundry every day; don't save all the laundry for your day off. Do what needs to be done and let the rest go.
- **Make a list.** Put family events on a weekly calendar and keep a daily to-do list at home and at work. Having a plan helps you maintain focus. When you don't have a plan, it's easy to be sucked into the plans and priorities of others.
- **Learn to say no.** Whether it's a co-worker asking you to spearhead an extra project or your child's teacher asking you to organize a class party, remember that it's okay to respectfully say no. When you quit accepting tasks out of guilt or a false sense of obligation, you'll have more time for activities that are meaningful to you.
- **Leave work at work.** Whenever possible, try to maintain appropriate boundaries between work and home. If you are working from home, be sure to turn off your computer or notifications, when possible, at the end of your shift. While it may be unrealistic to think that work responsibilities will never impact your personal or family life, it's important to maintain healthy boundaries between your work and personal life so that you are able to give your best to both.
- **Remember that your EAP is a resource.** Whenever life's challenges feel too difficult to handle on your own, consider calling your EAP for help. Your EAP provides expert guidance and valuable resources to restore and strengthen your health, productivity and quality of life. All EAP services are free and completely confidential.

For further resources, please go to your portal and use the search bar to type in "Work-Life Balance Flash Course."

Moving ahead



What did you get out of today's presentation?

Which concepts are working in your life and why?

Who can be a support for you to make change?

Which concepts are *not* working in your life and why?

What 3 ideas are going to be the most helpful for you?

How can you support someone else with change?

What can you do in the next 24 hours to apply these concepts?

What are your biggest barriers for change?