

Work-Life Balance

Sample



Corporate Training Materials

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Preface

What is Courseware?



Welcome to Corporate Training Materials, a completely new training experience!

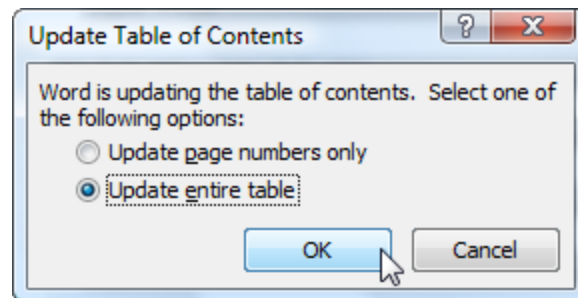
Our courseware packages offer you top-quality training materials that are customizable, user-friendly, educational, and fun. We provide your materials, materials for the student, PowerPoint slides, and a take-home reference sheet for the student. You simply need to prepare and train!

Best of all, our courseware packages are created in Microsoft Office and can be opened using any version of Word and PowerPoint. (Most other word processing and presentation programs support these formats, too.) This means that you can customize the content, add your logo, change the color scheme, and easily print and e-mail training materials.

How Do I Customize My Course?

Customizing your course is easy. To edit text, just click and type as you would with any document. This is particularly convenient if you want to add customized statistics for your region, special examples for your participants' industry, or additional information. You can, of course, also use all of your word processor's other features, including text formatting and editing tools (such as cutting and pasting).

To remove modules, simply select the text and press Delete on your keyboard. Then, navigate to the Table of Contents, right-click, and click Update Field. You may see a dialog box; if so, click "Update entire table" and press OK.

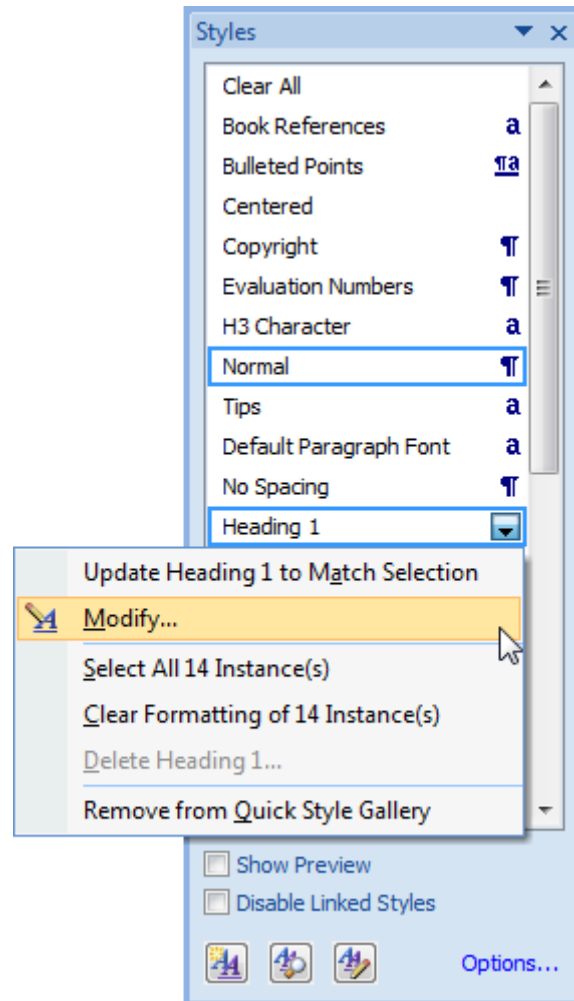


(You will also want to perform this step if you add modules or move them around.)

If you want to change the way text looks, you can format any piece of text any way you want. However, to make it easy, we have used styles so that you can update all the text at once.

If you are using Word 97 to 2003, start by clicking the Format menu followed by Styles and Formatting. In Word 2007 and 2010 under the Home tab, right-click on your chosen style and click Modify. That will then produce the Modify Style options window where you can set your preferred style options.

For example, if we wanted to change our Heading 1 style, used for Module Titles, this is what we would do:



Now, we can change our formatting and it will apply to all the headings in the document.

For more information on making Word work for you, please refer to [Word 2007 or 2010 Essentials](#) by Corporate Training Materials.

Materials Required

All of our courses use flip chart paper and markers extensively. (If you prefer, you can use a whiteboard or chalkboard instead.)

We recommend that each participant have a copy of the Training Manual, and that you review each module before training to ensure you have any special materials required. Worksheets and handouts are included within a separate activities folder and can be reproduced and used where indicated. If you would like to save paper, these worksheets are easily transferrable to a flip chart paper format, instead of having individual worksheets.

We recommend these additional materials for all workshops:

- Laptop with projector, for PowerPoint slides
- Quick Reference Sheets for students to take home
- Timer or watch (separate from your laptop)
- Masking tape
- Blank paper

Maximizing Your Training Power

We have just one more thing for you before you get started. Our company is built for trainers, by trainers, so we thought we would share some of our tips with you, to help you create an engaging, unforgettable experience for your participants.

- **Make it customized.** By tailoring each course to your participants, you will find that your results will increase a thousand-fold.
 - Use examples, case studies, and stories that are relevant to the group.
 - Identify whether your participants are strangers or whether they work together. Tailor your approach appropriately.
 - Different people learn in different ways, so use different types of activities to balance it all out. (For example, some people learn by reading, while others learn by talking about it, while still others need a hands-on approach. For more information, we suggest [Experiential Learning](#) by David Kolb.)
- **Make it fun and interactive.** Most people do not enjoy sitting and listening to someone else talk for hours at a time. Make use of the tips in this book and your own experience to keep your participants engaged. Mix up the activities to include individual work, small group work, large group discussions, and mini-lectures.
- **Make it relevant.** Participants are much more receptive to learning if they understand why they are learning it and how they can apply it in their daily lives. Most importantly, they want to know how it will benefit them and make their lives easier. Take every opportunity to tie what you are teaching back to real life.
- **Keep an open mind.** Many trainers find that they learn something each time they teach a workshop. If you go into a training session with that attitude, you will find that there can be an amazing two-way flow of information between the trainer and trainees. Enjoy it, learn from it, and make the most of it in your workshops.

And now, time for the training!

Icebreakers

Each course is provided with a wide range of interactive Icebreakers. The trainer can utilize an Icebreaker to help facilitate the beginning of the course, as it helps “break the ice” with the participants. If the participants are new to each other, an icebreaker is a great way to introduce everyone to each other. If the participants all know each other it can still help loosen up the room and begin the training session on positive note. Below you will see one of the icebreakers that can be utilized from the Icebreakers folder.

Icebreaker: Friends Indeed

Purpose

Have the participants moving around and help to make introductions to each other.

Materials Required

- Name card for each person
- Markers

Preparation

Have participants fill out their name card. Then, ask participants to stand in a circle, shoulder to shoulder. They should place their name card at their feet. Then they can take a step back. You as the facilitator should take the place in the center of the circle.

Activity

Explain that there is one less place than people in the group, as you are in the middle and will be participating. You will call out a statement that applies to you, and anyone to whom that statement applies must find another place in the circle.

Examples:

- Friends who have cats at home
- Friends who are wearing blue
- Friends who don't like ice cream

The odd person out must stand in the center and make a statement.

The rules:

- You cannot move immediately to your left or right, or back to your place.
- Let's be adults: no kicking, punching, body-checking, etc.

Play a few rounds until everyone has had a chance to move around.

Training Manual Sample

On the following pages is a sample module from our Training Manual. Each of our courses contains twelve modules with three to five lessons per module. It is in the same format and contains the same material as the Instructor Guide, which is then shown after the Training Manual sample, but does not contain the Lesson Plans box which assists the trainer during facilitation.

The Training Manual can be easily updated, edited, or customized to add your business name and company logo or that of your clients. It provides each participant with a copy of the material where they can follow along with the instructor.

Happiness is not a matter of intensity but of Balance and Order and Rhythm and Harmony.

Thomas Merton

Sample Module: Benefits of a Healthy Balance



Understanding the benefits of a healthy balanced life will motivate anyone to make necessary changes. Balance will improve the lives of individual employees as well as the company culture. Learning the basics of work-life balance will also increase employee productivity, health, and morale.

Why It's Important

A healthy balance between work and home should be a priority for everyone. Implementing proper work-life balance offers many important benefits. There are, however, many hazards linked with an unbalanced work and home life.



Risks

- **Poor health:** Working long hours without taking time to relax will take its toll on health.
- **Unresolved conflict:** A lack of balance can create conflicts at work and at home.
- **Poor performance:** Taking on too much responsibility will lead to exhaustion and cause performance to suffer.
- **Financial loss:** The impact on health and productivity takes a financial toll on both individual employees and organizations.

Benefits

- **Fulfillment:** People who successfully implement work life balance improve their sense of fulfillment at work and at home.
- **Health:** A healthy work life balance decreases the risk of heart disease and other health problems.
- **Greater productivity:** Being relaxed and well rested increases productivity and improves work performance.
- **Stronger relationships:** Personal and professional relationships are strengthened and conflicts are avoided when there is work life balance.

Increased Productivity



While it may seem counterintuitive, work-life balance can actually increase productivity. While it is true that overtime will initially increase production, the surge only lasts a few weeks before taking a destructive toll on productivity. In fact, working long hours for an extended time period will lead to exhaustion and unhealthy habits that decrease productivity.

Shorter work hours will actually increase productivity in the long-term. Additionally, studies show that people who take short, frequent breaks are more productive than people who only take a single break or work all day. Most people recommend taking a few minutes each hour to regroup.

Ways to increase productivity:

- **Take healthy breaks:** You should take time to refresh yourself. Try stretching, walking, or meditating throughout the day. This will also improve your health and overall wellbeing.
- **Take enjoyable breaks:** A recent study by Don J.Q. Chen and Vivien K.G Lim of the National University of Singapore discovered that taking a few moments to surf the internet and mentally change gears actually increases productivity. This fun activity increases productivity by nine percent.
- **Take time off:** Working to the point of burnout is not productive or healthy. Do not lose vacation days, even if you have to spread them out. Studies show that people who take their vacations are much more productive than those who do not.

Improved Mental and Physical Health

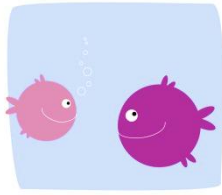
It is common knowledge that stress is directly linked to different diseases. Numerous surveys have discovered that work is a leading cause of stress related illness and injury, such as stroke, heart disease, and mental breakdowns. A balanced life will improve both physical and mental health.



How to Improve Health

- **Awareness:** A balanced lifestyle increases personal awareness, allow individuals to identify potential health problems early.
- **Lifestyle:** A balanced lifestyle automatically improves health. It encourages healthy choices and helps develop the body and the mind.

Increased Morale



Work life balance is an effective tool to increase morale and improve company culture. Employees seek out companies that support healthy work life balance. The only factor more important than balance to job seekers is compensation. According to several surveys, work-life balance improves happiness and overall job satisfaction. Additionally, employees are more invested in companies that support their work-life balance. Work- life balance typically translates to employees who work harder and are more productive.

Case Study



Bob was the CEO of a small but growing organization. He worked long hours, but never seemed to accomplish anything. To make matters worse he felt like a failure because neither his work nor personal life was meeting his expectations. He reacted by sleeping less and taking time away from his hobbies, but this did not solve anything. Stressed out and exhausted, Bob had a heart attack at work. His doctor told him to take more time for himself, but Bob said he did not have the time.

Sample Module: Review Questions

1. What is not a risk of not implementing work-life management?
 - a) Financial loss
 - b) Poor health
 - c) Unresolved conflict
 - d) Productivity

2. What is not a benefit of work-life balance?
 - a) Increased productivity
 - b) Better health
 - c) Conflicts
 - d) Stronger relationships

3. What can internet breaks accomplish?
 - a) Decrease productivity 9 percent
 - b) Increase productivity 9 percent
 - c) Increase productivity 9 percent
 - d) Increase productivity 6 percent

4. How often should you take a mini break?
 - a) Every hour
 - b) Every day
 - c) Twice a day
 - d) Every three hours

5. _____ increases the risk of injury or illness.
 - a) Balance
 - b) Work
 - c) Stress
 - d) Mental breakdown

6. Work-life balance encourages a(n) _____.
 - a) Indulgence
 - b) Healthy lifestyle
 - c) Unhealthy lifestyle
 - d) Dangerous behavior

7. What is the one factor that ranks higher than work life balance for employees?
 - a) Compensation
 - b) Benefits
 - c) Location
 - d) Company values

8. Work-life balance will improve morale and _____.
 - a) Turnover
 - b) Absenteeism
 - c) Profits
 - d) Company culture

9. What did Bob cut out of his schedule?
 - a) Work meetings
 - b) Inspections
 - c) Sleep
 - d) Unimportant tasks

10. What was the result of Bob's hectic schedule?
 - a) Burn out
 - b) Heart attack
 - c) Stroke
 - d) Nervous breakdown

Instructor Guide Sample

On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box. Each Instructor Guide and Training Manual mirrors each other in terms of the content. They differ in that the Instructor Guide is customized towards the trainer, and Training Manual is customized for the participant.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor train that particular lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.

Happiness is not a matter of intensity but of Balance and Order and Rhythm and Harmony.

Thomas Merton

Sample Module: Benefits of a Healthy Balance



Understanding the benefits of a healthy balanced life will motivate anyone to make necessary changes. Balance will improve the lives of individual employees as well as the company culture. Learning the basics of work-life balance will also increase employee productivity, health, and morale.

Why It's Important

Estimated Time	10 minutes
Topic Objective	Introduce why work life balance is important.
Topic Summary	Why It's Important Weigh the risks of not implementing work-life balance against its benefits.
Materials Required	Flipchart/ Marker
Planning Checklist	None
Recommended Activity	Go around the room and ask participants to think of specific examples for each risk and benefit listed in the module. They do not need to be personal stories. List a few of these examples on the flipchart.
Stories to Share	Share a personal story about how you have benefited from work-life balance.
Delivery Tips	You may want to provide the first example to give participants an idea about the exercise.
Review Questions	What increases fulfillment?

A healthy balance between work and home should be a priority for everyone. Implementing proper work-life balance offers many important benefits. There are, however, many hazards linked with an unbalanced work and home life.



Risks

- **Poor health:** Working long hours without taking time to relax will take its toll on health.
- **Unresolved conflict:** A lack of balance can create conflicts at work and at home.
- **Poor performance:** Taking on too much responsibility will lead to exhaustion and cause performance to suffer.
- **Financial loss:** The impact on health and productivity takes a financial toll on both individual employees and organizations.

Benefits

- **Fulfillment:** People who successfully implement work life balance improve their sense of fulfillment at work and at home.
- **Health:** A healthy work life balance decreases the risk of heart disease and other health problems.
- **Greater productivity:** Being relaxed and well rested increases productivity and improves work performance.
- **Stronger relationships:** Personal and professional relationships are strengthened and conflicts are avoided when there is work life balance.

Increased Productivity

Estimated Time	10 minutes
Topic Objective	Explain how work-life balance increases productivity.
Topic Summary	Increased Productivity This exercise examines the importance of breaks and productivity.
Materials Required	01- Breaks
Planning Checklist	None
Recommended Activity	Complete the worksheet individually, and break into small groups. Discuss the topic with others in your small group. Review as a class.
Stories to Share	Tell a personal story about how you benefited from taking breaks or taking time off.
Delivery Tips	If you feel that you are short on time, skip the small group discussion.
Review Questions	What does working overtime actually do?



While it may seem counterintuitive, work-life balance can actually increase productivity. While it is true that overtime will initially increase production, the surge only lasts a few weeks before taking a destructive toll on productivity. In fact, working long hours for an extended time period will lead to exhaustion and unhealthy habits that decrease productivity.

Shorter work hours will actually increase productivity in the long-term. Additionally, studies show that people who take short, frequent breaks are more productive than people who only take a single break or work all day. Most people recommend taking a few minutes each hour to regroup.

Ways to increase productivity:

- **Take healthy breaks:** You should take time to refresh yourself. Try stretching, walking, or meditating throughout the day. This will also improve your health and overall wellbeing.
- **Take enjoyable breaks:** A recent study by Don J.Q. Chen and Vivien K.G Lim of the National University of Singapore discovered that taking a few moments to surf the internet and mentally change gears actually increases productivity. This fun activity increases productivity by nine percent.
- **Take time off:** Working to the point of burnout is not productive or healthy. Do not lose vacation days, even if you have to spread them out. Studies show that people who take their vacations are much more productive than those who do not.

Improved Mental and Physical Health

Estimated Time	10 minutes
Topic Objective	Explain the effect of balance on mental and physical health.
Topic Summary	Improved Mental and Physical Health This exercise allows students to understand the connection between health and balance.
Materials Required	02-Health
Planning Checklist	None
Recommended Activity	Complete the worksheet individually, and break into small groups. Review as a class.
Stories to Share	Share a cautionary tale about the health risks associated with an unbalanced lifestyle.
Delivery Tips	If you feel that you are short on time, skip the small group discussion.
Review Questions	How does the awareness of work life balance affect health?

It is common knowledge that stress is directly linked to different diseases. Numerous surveys have discovered that work is a leading cause of stress related illness and injury, such as stroke, heart disease, and mental breakdowns. A balanced life will improve both physical and mental health.

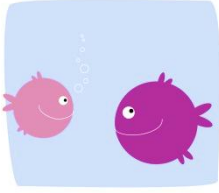


How to Improve Health

- **Awareness:** A balanced lifestyle increases personal awareness, allow individuals to identify potential health problems early.
- **Lifestyle:** A balanced lifestyle automatically improves health. It encourages healthy choices and helps develop the body and the mind.

Increased Morale

Estimated Time	10 minutes
Topic Objective	Reinforce the connection between balance and morale.
Topic Summary	Increased Morale The discussion will highlight the connection between work-life balance and morale.
Materials Required	Flip chart/ Marker
Planning Checklist	None
Recommended Activity	Ask the class to consider companies they have worked for, or observed, that had the worst employee morale. Ask them to identify common characteristics, such as long hours, and list these on the flip chart. If the students hesitate to share, open the topic yourself.
Stories to Share	Share a story about how work life balance affects your morale.
Delivery Tips	You can break the class up into small groups to discuss the topic. Make sure that someone takes notes for each group.
Review Questions	What do employees seek out in a job?



Work life balance is an effective tool to increase morale and improve company culture. Employees seek out companies that support healthy work life balance. The only factor more important than balance to job seekers is compensation. According to several surveys, work-life balance improves happiness and overall job satisfaction. Additionally, employees are more invested in companies that support their work-life balance. Work- life balance typically translates to employees who

work harder and are more productive.

Case Study

Estimated Time	10 minutes
Topic Objective	Outline the case study.
Topic Summary	Case Study Discuss the risks of not having a balance.
Materials Required	None
Planning Checklist	None
Recommended Activity	Discuss the results of the case study. How familiar is this story?
Stories to Share	Share any relevant personal stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What could help Bob?



Bob was the CEO of a small but growing organization. He worked long hours, but never seemed to accomplish anything. To make matters worse he felt like a failure because neither his work nor personal life was meeting his expectations. He reacted by sleeping less and taking time away from his hobbies, but this did not solve anything. Stressed out and exhausted, Bob had a heart attack at work. His doctor told him to take more time for himself, but Bob said he did not have the time.

Sample Module: Review Questions

1. What is not a risk of not implementing work-life management?

- a) Financial loss
- b) Poor health
- c) Unresolved conflict
- d) Productivity

Productivity increases with work-life balance. The other answers are risks.

2. What is not a benefit of work-life balance?

- a) Increased productivity
- b) Better health
- c) Conflicts
- d) Stronger relationships

Conflict is not caused by work-life balance; it is reduced. The other answers are benefits.

3. What can internet breaks accomplish?

- a) Decrease productivity 9 percent
- b) Increase productivity 9 percent
- c) Increase productivity 9 percent
- d) Increase productivity 6 percent

Breaks online actually increase productivity.

4. How often should you take a mini break?

- a) Every hour
- b) Every day
- c) Twice a day
- d) Every three hours

Mini breaks are recommended every hour. They are only a few minutes long and help people regroup and recharge.

5. _____ increases the risk of injury or illness.

- a) Balance
- b) Work
- c) Stress
- d) Mental breakdown

Stress increases the risk of injury and illness. Work is a main cause of stress.

6. Work-life balance encourages a(n) _____
- a) Indulgence
 - b) **Healthy lifestyle**
 - c) Unhealthy lifestyle
 - d) Dangerous behavior

Work life balance encourages a healthy lifestyle. This improves mental and physical health.

7. What is the one factor that ranks higher than work life balance for employees?
- a) **Compensation**
 - b) Benefits
 - c) Location
 - d) Company values

Employees value work-life balance. Only compensation is ranked higher.

8. Work-life balance will improve morale and _____.
- a) Turnover
 - b) Absenteeism
 - c) Profits
 - d) **Company culture**

Work-life balance can improve company culture. The changes in culture, however, may also improve the other answer choices.

9. What did Bob cut out of his schedule?
- a) Work meetings
 - b) Inspections
 - c) **Sleep**
 - d) Unimportant tasks

Bob tried to make more time by cutting into his sleep. This was actually counterproductive.

10. What was the result of Bob's hectic schedule?
- a) Burn out
 - b) **Heart attack**
 - c) Stroke
 - d) Nervous breakdown

All of the answer can be attributed to poor work-life balance. Bob had a heart attack.

Activities

During the facilitation of a lesson Worksheet or Handout may be utilized to help present the material. If a lesson calls for a Worksheet or Handout it will be listed in the Lesson Plan box under Materials Required. The trainer can then utilize the Activities folder for the corresponding material and then provide it to the participants. They are all on separate Word documents, and are easily edited and customized.

Below you will see the Worksheets or Handouts that are utilized during the training of the above lesson. They are located in the Activities folder and can be easily printed and edited for the participants.

Sample Worksheet: Breaks

Think about your work breaks and time off. List your current habits below, and think of ways you can improve your productivity by taking more frequent and effective breaks.

Current habits:

Changes I can make:

Sample Worksheet: Health

Think about the effect of stress on your health. List habits that you know do not encourage balance below. Then, think of ways you can change.

Current habits:

Changes I can make:

Quick Reference Sheets

Below is an example of our Quick reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date.

They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.

Work-Life Balance

Burnout

Most people know that overworked employees eventually burnout. Burnout is the physical and psychological response to long-term stress.



- **Loss of interest:** Burned-out employees cannot make themselves care about their work, which is the source of their stress.
- **Lack of emotion:** Emotional responses are abnormal when someone is burned-out.
- **Loss of motivation:** Former motivators no longer are effective.
- **Possible depression:** Burnout is closely linked to depression.

Stress

Work is the main source of stress for most Americans. Stress' connection to obesity for workers in sedentary jobs is more significant than diet, according to research published in the *Journal of Occupational and Environmental Medicine*. The effects stress on heart health can be deadly.



Signs of Stress:

- **Overemotional:** People under stress can find it difficult to control their emotions.
- **Lethargy:** The physiological impact of stress can cause lethargy.
- **Restlessness:** Stress can make it difficult to focus, causing hyperactivity and restlessness.
- **Anxiety:** Prolonged stress can cause anxiety disorders.

Ask Employees for Suggestions



Employees have some of the best ideas on how to improve their jobs and the company as a whole. These ideas, however, are not always communicated. Many employees do not feel that people in management care and most managers do not have the time to sit down with each employee. The best way to hear about new, innovative ideas is to create an employee suggestion program.

- **Make it simple:** Create a simple process for giving suggestions; complicated rules do not encourage creativity.
- **Respond:** Let employees know that you have their suggestions and will consider them.
- **Thank:** Thank each employee who gives a suggestion, even if they are suggestions you do not use.
- **Reward:** Employees who come up with useful suggestions need to be rewarded.

Certificate of Completion

Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.

CERTIFICATE OF COMPLETION

[Name]

Has mastered the course

Work-Life Balance

Awarded this _____ day of _____, 20____

Presenter Name and Title

PowerPoint Sample

Below you will find the PowerPoint sample. The slides are based on and created from the Training Manual. PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.

Sample Module: Benefits of a Healthy Balance

Understanding the benefits of a healthy balanced life will motivate anyone to make necessary changes. Balance will improve the lives of individual employees as well as the company culture. Learning the basics of work-life balance will also increase employee productivity, health, and morale.

Happiness is not a matter of intensity but of Balance and Order and Rhythm and Harmony.

Thomas Merton



Why It's Important

Risks

Poor Health

Financial loss

Benefits

Fulfillment

Productivity

Increased Productivity

Take healthy breaks

Take enjoyable breaks

Take time off

Improved Mental and Physical Health

Awareness

- Identify potential health problems early

Lifestyle

- Encourages healthy choices and helps develop the body and the mind

Increased Morale

Company culture

Work-life balance
improves
happiness

Employees work
harder

Case Study

Bob was the CEO of a small but growing organization

He worked long hours, but never seemed to accomplish anything

He reacted by sleeping less and taking time away from his hobbies

Stressed out and exhausted, Bob had a heart attack at work

Sample Module: Review Questions

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 - a) Financial loss
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 - a) Every hour
 - b) Every day
 - c) Twice a day
 - d) Every three hours

Sample Module: Review Questions

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