

# How To Find Your Work-Life Balance Point

A half day workshop for managers who need to move from “STRESSED & OVERWHELMED” to “**FOCUS & CLARITY** “ so they can reclaim their time, productivity, and work-life balance.

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# How To Find Your Work-Life Balance Point

## Course Objectives

By the end of the workshop, participants will have:

- Identified the benefits of improving their work-life balance.
- Recognize the factors that support or distract them from work-life balance.
- Create a simple strategy for choosing and claiming life's activities that promote fulfillment and minimize stress.
- Commit to take at least 2 actions that will improve their work-life balance.
- Learn the 5 steps to cleaning the MIND and making space so that they can magnetize and keep good things in their lives.

### BONUS SESSIONS IF TIME ALLOWS:

- How to use gratitude to invite prosperity into your life.
- 7 Tips to increase productivity by 7 fold.

## Workshop Agenda

Expectation:

*Participants will share their expectations of today's workshop. The goal of this section is to answer; "What Do You Hope to Take Home Today From This Workshop?"*

The Secret: Not the book, not the movie, your own secrets!

*Participants who are motivated to learn how to reduce stress in their lives, are encouraged to write a list of everything that they would not tell anyone including themselves. This exercise is used in the Mind Cleaning Section of the workshop.*

How do you want to be remembered? exercise.

*This exercise is used to develop the choices that participant make designing their own work life balance program.*

Calming the MIND and preparing to learn.

*Deep breathing, relaxation and reflection.*

What is WORK-LIFE BALANCE?

\*\*\*\*\* BREAK \*\*\*\*\*

What are the consequences of work life imbalance?

What influences my work-life balance?

What can I do to improve my work life balance?

Hand out #1: Balancing Choices

Worksheet #1: Finding Your Balance Point

Worksheet #2: On The See Saw of Life

Worksheet #3: Accentuate The Positive

When life was working exercise

How to clean YOUR MIND!

\*\*\*\*\* BREAK \*\*\*\*\*

Questions & Answers.

Post seminar questions for discussion.

Closing remarks and then evaluations.



## How do you want to be remembered?

Subtract your current age from 90.

Add two zeros to the answer.

Divide that number into two

This is roughly how many weeks you have left on this earth assuming you live to the very ripe old age.

If you smoke or do not take very good care of yourself, subtract 1,200 weeks.

Rhetorical or discussion questions related to this exercise:

- How do you want to be remembered?
- What did you do that mattered?
- What will you have done that will give you a good feeling at the end of your life?
- How have you best fulfilled your own unique potential?

## What is Work Life Balance?

Use activity sheet #1 to rate your own work life balance

### **DEFINITION OF WORK-LIFE BALANCE:**

**WORK-LIFE BALANCE:** is the dynamic relationship between achievement, fulfillment and the factors that influence your choices.

By this defining work-life balance in this way, you can begin to see which of your choices are achievement oriented and which are fulfillment oriented. You can also begin to see where you might be creating an out-of-balance situation with your choices.

2 reasons why work life balance seems to be only a fantasy and 5 simple steps to attaining it.

Work life balance seems like only a fantasy because:

1. It is poorly defined. Work life balance eludes most people because they expect it to be a level of attainment. Work life balance is NOT a level of attainment. It is a process and a dynamic relationship between achievement, fulfillment, and the factors that influence our choices and decisions in these 2 areas. Achievement is primarily about “doing,” such as getting things done and meeting goals and obligations. Fulfillment is about “being,” such as feeling satisfied about your relationships and contributions.
2. The trick is to look beyond what we want to achieve and how we want to feel. The key is to look at the factors that influence the choices we make to achieve that ever changing balance.

## Worksheet #2: Finding the balance point

### 5 steps to attaining work life balance

1. Decide what achievement and fulfillment looks like for you. It is different for everybody. For example, in a work environment, a flexible work schedule may be a positive influence for one person who needs to run errands and meet for lunch but a negative influence for another person in the same work place who has child care issues that work better with a consistent schedule.
2. Determine your positive internal influences (usually happy, creative, like to save money, etc.) and the positive external influences (close friends, great neighbors, money in bank, etc.).
3. Determine your negative internal influences (stubborn, don't exercise, limited formal education, etc.) and your negative external influences (an ill family member, supportive co-workers, demanding boss, etc.).
4. Design your work life and make choices that maximize your achievement and fulfillment.

### Worksheet #3: Accentuate the positive

5. Check in with the people that matter to you for feedback and support. Sometimes, our fulfillment comes from seeing those we care about happy.
  - The power to improve your work-life balance lies in your ability to recognize what is minimizing your work life balance and what you can do to maximize it.





## HOW TO CLEAN YOUR MIND

### The 7 Step process to clean your mind

**1. WRITE IT DOWN:**

Write down all the secrets about you that you do not want anyone to know not even you. This exercise will bring light to most to the things that are in your way of progress and as you master this process, your fears will lessen the hold they have of you.

**2. ALLOW: THIS IS A JUDGEMENT FREE ZONE**

What you resist will **PERSIST**. Allow yourself to observe your thoughts so that you can create space to something that does not exist. Allowing opens you up to the flow and creativity of new possibilities.

**3. ASK QUESTIONS:** In this culture, asking questions is perceived as a sign of weakness. Asking yourself the right questions instead of judging, opens up a space for you to receive new information that WHAT you may not have considered or allowed previously. Ask what is possible? What is good about this situation? What do I need to know about this that will work beneficially in my life?

**4. VISUALIZE WHAT YOU WANT & CREATE A NEW STORY FOR YOURSELF:** Use visualization to see your worries and concerns, allow them to unfold in your mind's eye with acceptance and without judging. Be kind to them, thank them for the service they have performed then show them the door. YOU NO LONGER NEED THEM!

**5. PROPOSE TO YOUR ENERGY & THEN MARRY YOUR POWER:** Everything counts and everything is energy. Use your entire being to pull that energy into your life. Use your new story, think it, feel like, say it and see it. **For something to show up in your life, you must first see it in your mind.**

**6. F.L.Y: First Love Yourself:** Make yourself and your life a priority. Set aside some time every day to do something to propel you forward and to move you to the next level. Only you really know what needs to change and only you can do it for yourself.

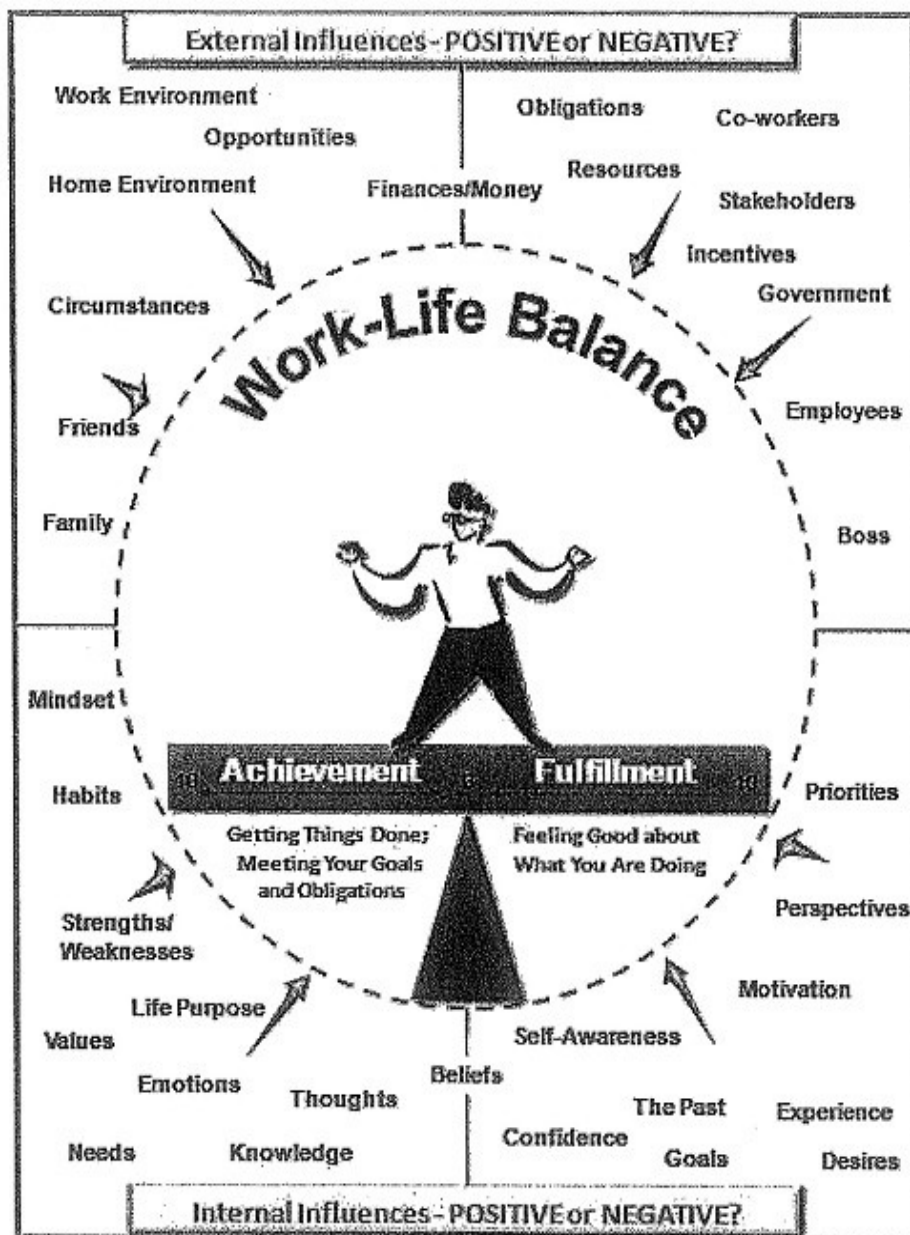
**FOR YOU TO HAVE WHAT YOU HAVE NEVER HAD, YOU MUST FIRST BECOME SOMEONE YOU HAVE NEVER BEEN!**

**7. STELLA'S SHAMPOO RULE:** Rinse and Repeat. This means you do this every day and every time that you need to reset you thoughts and your energy. Go through step 1 - 6 and you will change your life every time.

After you have mastered this process, it will take you less than 5 minutes to clean your mind and to shift your mindset to an entirely new and powerful level.

# Handout

## "Balancing Choices"



**DEFINITION:** Work-life balance is the *dynamic* relationship between achievement and fulfillment, and the influences that either distract us or support us (positive or negative).

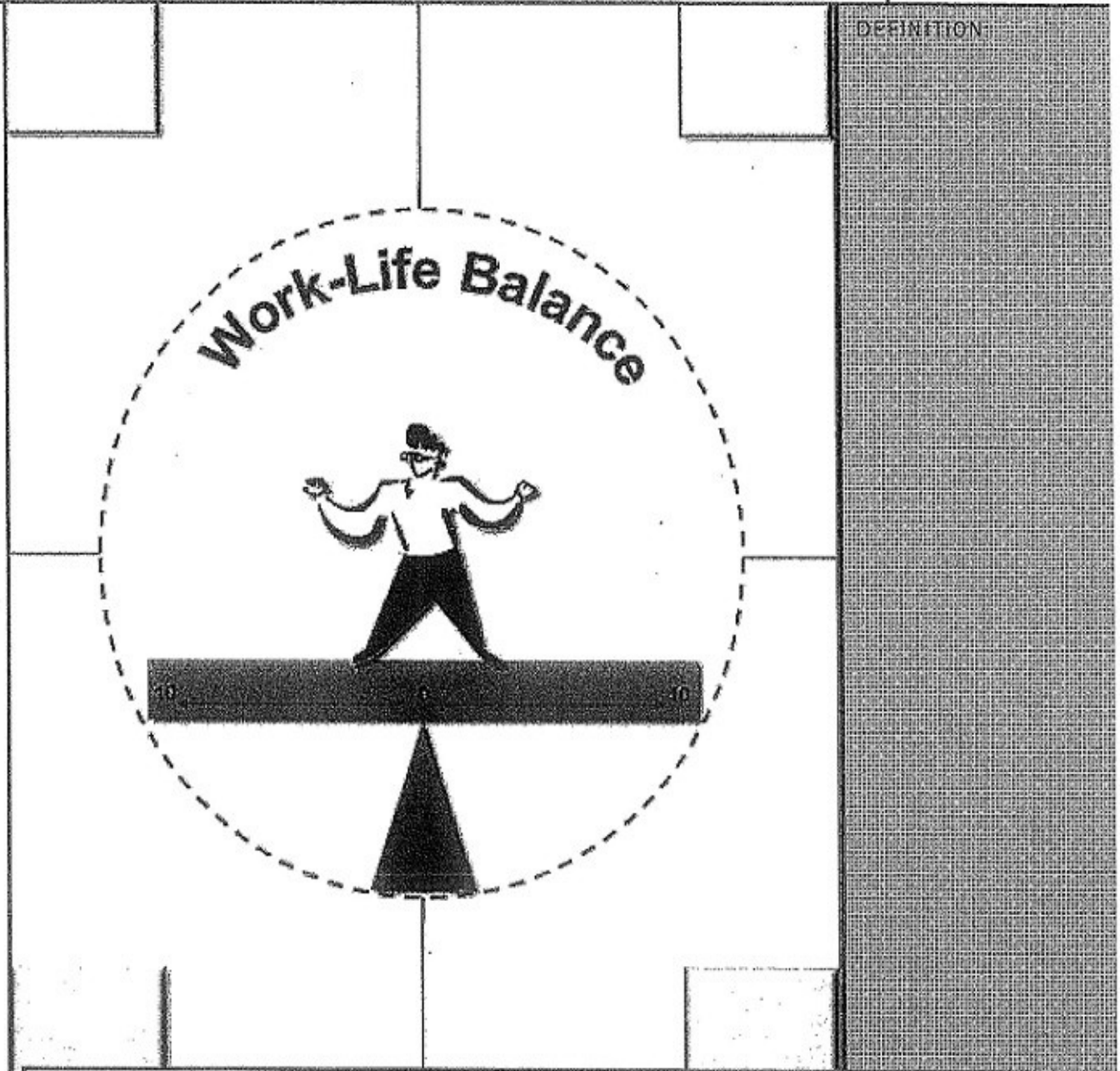
**REMEMBER:** Work-life balance does not magically happen. It takes effort to maintain the resources that are a positive influence. Making a commitment to change your relationship to these influences is an essential step in improving your work-life balance.

How To Find Your Work-Life Balance Point by Stella Nsong, RN, CMC, CDP, LTCP  
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# Activity Sheet #1- "Finding the Balance Point"

Family Resources   Friendships   Home Employer/Employees   Money/Finances   Health   Career Obligations   Stakeholders

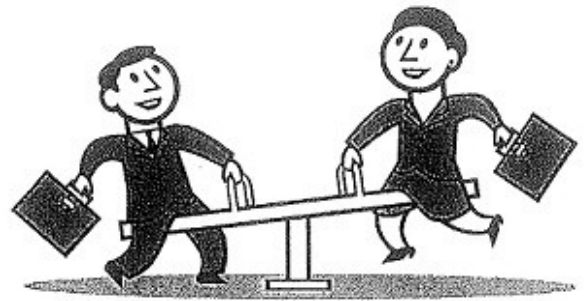
DEFINITION



Habits   Emotions   Values   Knowledge   Beliefs   Perspectives   Passion  
Experience   The Past   Mindset   Self-Awareness

## Activity Sheet #2

### "On the See-Saw of Life"



Fill out the items on this page as you discuss them with the trainer.

1.

\_\_\_\_\_ % of respondents said they do not have sufficient vacation time

Overworked employees have an \_\_\_\_\_ effect on business outcomes by making mistakes, and resenting their employers and co-workers.

\_\_\_\_\_ is a key contributor to feeling overwhelmed.

\_\_\_\_\_ % of employees feel they have a good work-life balance.

50,000 workers indicate that work-life balance is \_\_\_\_\_ in importance after compensation.

2.

Implications of the research:

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3.

The consequences of work-life imbbalance in my life are:

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4.

The consequences of work-life balance in my life are:

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## Activity Sheet #3

### “Accentuate the Positive”



The <i>negative</i> factor I want to minimize or eliminate is:	The <b>action</b> I will take to minimize or eliminate it is:

The <i>positive</i> factor I want to maximize or enhance is:	The <b>action</b> I will take to maximize or enhance it is:

**REMEMBER:** Work-life balance does not magically happen. It takes effort to maintain the resources that are a positive influence. Making a commitment to change your relationship to these influences is an essential step in improving your work-life balance.

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- On a scale of 1-10, how much do you feel that as a team, your department works from inspiration rather than obligation?
- Do you have any idea about what the big PICTURE vision/mission of your organization is right now?
- Does that inspire you? Why or why not?
- How does your department positively change the lives of those your serve?
- What is so inspiring about what you do that people want to work for you and would consider working for you for free if they could?
- What could you take from this seminar that could contribute to the development of your organization?
- By the way, WHO do you work for?

These hand outs are based on the flow of the agenda.