



## The Balancing Act: Work & Home Life

*How Are Your Juggling Skills?*




3




## Workshop Objectives

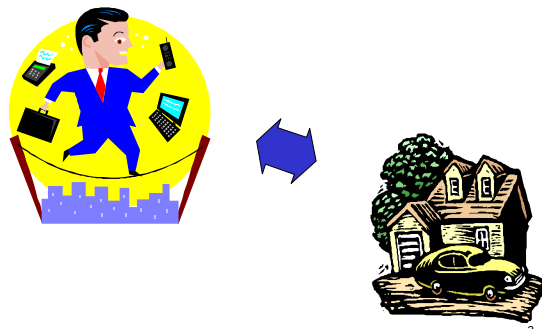
- Develop an Understanding of the Need for Balance
- Begin a Personal Balance Assessment
- Discuss Balancing Tips for Home & Work Life



2



## Why A Balanced Life?



3



## What Are You Juggling?




4



## How Is Your Time Spent?




5

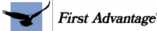


## How Do You Want to Spend Your Time?

- How does this compare with your current use of time?
- What are your Values?
- What are your Goals?




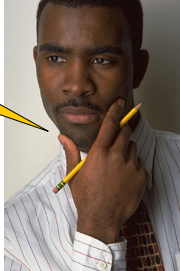
6

**Balancing Tips:** 

### From Goals to Reality

How do I make changes in my life so that I can achieve the balance I'm dreaming of?

Which way do I go?



7

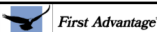
**Balancing Tips:** 

### Coordinate Your Household

- Hold Household Meetings
- Plan Weekends
- Use a Calendar




8

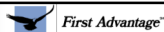
**Balancing Tips:** 

### Coordinate Your Own Needs

- Combine Needs & Responsibilities
- Rotate Needs
- Re-evaluate Habits



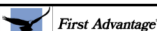
9

**Balancing Tips:** 

### Work Life


- Set Limits
- Use Lunch & Break Times Wisely
  - Run Errands
  - Exercise
  - Use Relaxation Techniques
  - Write Letters
  - Work on Art or Craft Projects
  - Organize Lunchtime Clubs

10

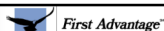
**Balancing Tips: General** 

### Reach Out To Others


- Ask for Help - But Don't Second Guess
- Communicate Needs
- Seek & Give Support




11

**Balancing Tips: General** 


- Acknowledge Your Accomplishments
- Set Limits
- Review Goals & Values



12

**Putting It All Together** 

- Make Time For Yourself
- Recognize that Choices are Difficult
- Learn to Let Go
- Allow for Change
- Keep Communications Open
- Remember Your Passions



13


**EAP Services** 



Available  
24-hours a day  
7 days a week


Call First Advantage  
800.935.9551



**Summary:** 

**Review of Goals & Objectives**

- Develop an Understanding of the Need for Balance
- Begin a Personal Balance Assessment
- Discuss Balancing Tips for Home & Work Life



15