

# ULLIANCE HUMAN EFFECTIVENESS TRAINING

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## Achieving Work-Life Balance

With today's demanding lifestyle, it can be very challenging to find a comfortable balance between our work and home life. In this session, participants will complete an exercise which illustrates how they currently spend their 168 hours each week and receive tools which will help them make adjustments and find a balance which is best for them.

### What is Work-Life Balance?

- Self-evaluation: Are you losing your balance?
- What makes a healthy life style
- The dynamic nature of work-life balance

### Time Mapping Exercise

- How do you spend your time each week?
  - Sleep
  - Work
  - Family
  - Chores
  - "Me" time

### Time Management

- Prioritizing at work and home

### Stress Management

- At work and home

### Tips and tools for making adjustments

- Small, simple changes make a difference
- Carving out time for yourself