

Work-Life Balance in an Online World

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**Session Learning Outcome:**

Session participants will apply strategies to adjust their work-life balance scale by participating in an interactive, engaging session involving breathing exercises, mindfulness activities, laughter yoga, music therapy, boundary-setting skills, and other practical self-care strategies.

Expectation: Active participation and engagement of participants.




**I Like To
Move It!
Move It!**



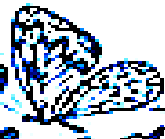


B **Breathe**
A
L
A
N
C
E

just breathe


Three almonds are positioned above the word "breathe" in the cursive text, with one almond resting on the letter 'e'.

just breathe

Three almonds are positioned above the word "breathe" in the cursive text.

Breathing exercises can help promote relaxation, reduce stress, and increase mindfulness, improve focus and concentration. Incorporating breathing exercises into your daily routine can be used as a tool for managing stress and enhancing overall well-being.

just breathe

Three almonds are positioned above the word "breathe" in the cursive text.

**B
A
L
A
N
C
E** **Align**



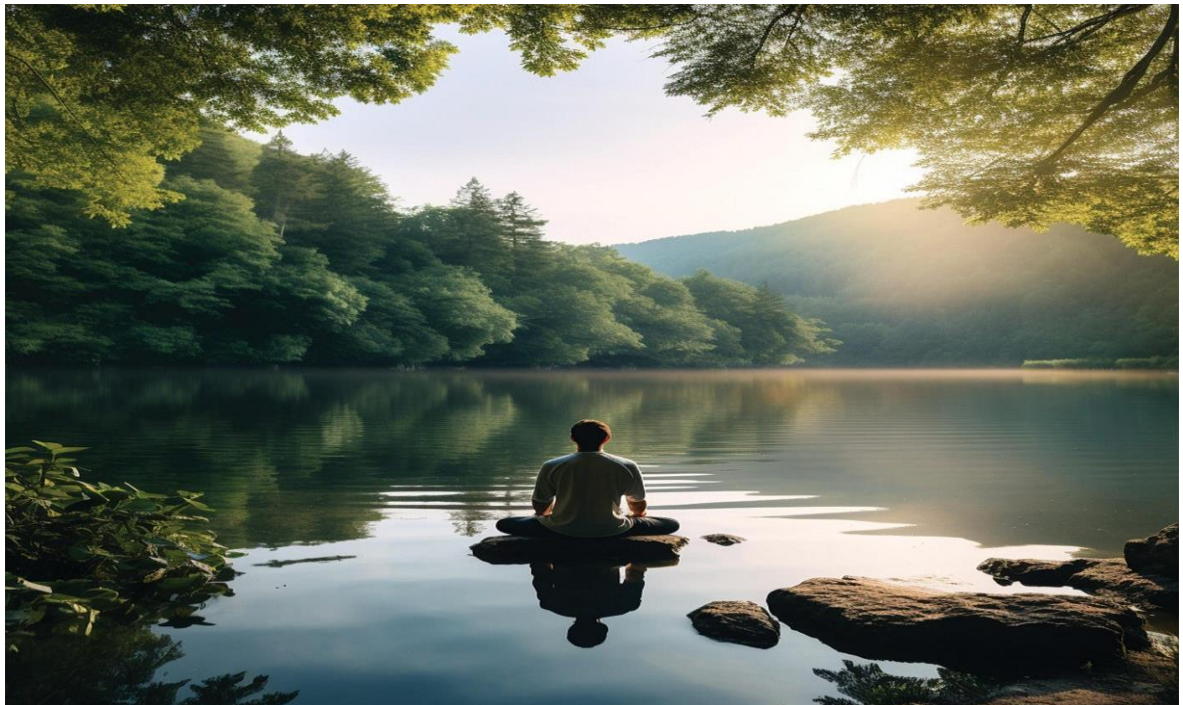


Some ideas are mindfulness activities, gratitude meditations, affirmations (I am safe, I am blessed, I am strong), visualization activities, journaling, prayer.





Practice mindfulness meditation to increase awareness of your thoughts and emotions without judgment. Mindfulness techniques can help you observe ruminating thoughts without becoming entangled in them, allowing them to pass more easily.



**B
A
L
A
N
C
E**

Laugh



Laughter can soothe tension, improve immune system, relieve pain, increase personal satisfaction, improve mood.



Laughter yoga is a contemporary technique developed in India that encourages participants to mimic the act of laughing (Khajuria, 2018).

Even this type of laughter can release feel good hormones (endorphins).



**B
A
L
A
N
C
E**

Adjust



**B
A
L
A
N
C
E**

Say "No"



**B
A
L
A
N
C
E**

Create a Plan



Overwhelm Management Map

Must Do	Should Do
Could Do	Want To

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10 PROVEN WAYS TO MASTER YOUR TO-DO LIST

By Lukas J.M. Stangl

Pomodoro Technique

- > Break work into 25-minute focused sessions followed by a 5-minute break.
- > Best For: Anyone struggling with focus or prone to distractions.

Bullet Journaling

- > Use a journal to track tasks, goals, and priorities in a visual format.
- > Best For: Creative individuals or those who enjoy writing.

Journal	
○	Task
○	Task
○	Goal
○	Goal

Seinfeld Strategy

- > Consistently complete daily tasks and mark them on a calendar. Keep the streak going!
- > Best For: Habit builders and those who thrive on visual tracking.

ABCDE Method

- A** Must do: Highest priority.
- B** Should do: Important, but less urgent.
- C** Nice to do: No urgent impact.
- D** Delegate: Someone else can do it.
- E** Eliminate: Unnecessary tasks.

- > Best For: People and teams with long to-do lists.

Rapid Planning Method (RPM)

Focus on the Result you want → Find the Purpose behind it → Make a Massive action plan

- > Best For: People driven by goals and purpose.

Timeboxing

- > Choose tasks.
- > Set time limits.
- > Add to your schedule.
- > Stick to the plan.
- > Adjust if needed.
- > Best For: Professionals with tight schedules.

9-10	Focus Work
10-11	Emails
11-12	Meetings
12-1	Break
1-3	Meetings
3-4	Emails
4-5	Focus Work

2-Minute Rule

- > If a task takes less than two minutes, do it immediately.
- > Best For: People who procrastinate or have many small tasks.

Ivy Lee Method

- 1 Write down the six most important tasks.
- 2 Order by priority.
- 3 Finish number 1, then continue down the list.
- 4 Best for: Straightforward daily planning method.

Eat The Frog

Challenging

- > Tackle the most challenging task first thing in the morning.
- > Best For: Individuals who avoid difficult tasks.

1	Task.
2	Task.
3	Task.

Time Tracking

- > Monitor how much time you spend in specific activities to identify patterns and improve efficiency.
- > Best For: Anyone looking to optimize their daily schedule.

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To Do List Fall 2024

BIG Items This week

Item	Due Date	Time Needed

General Work

Item	Due Date	Time Needed

Marketing/Partnership

Item	Due Date	Time Needed

Personal

Item	Due Date	Time Needed

**B
A
L
A
N
C
E**

Exercise



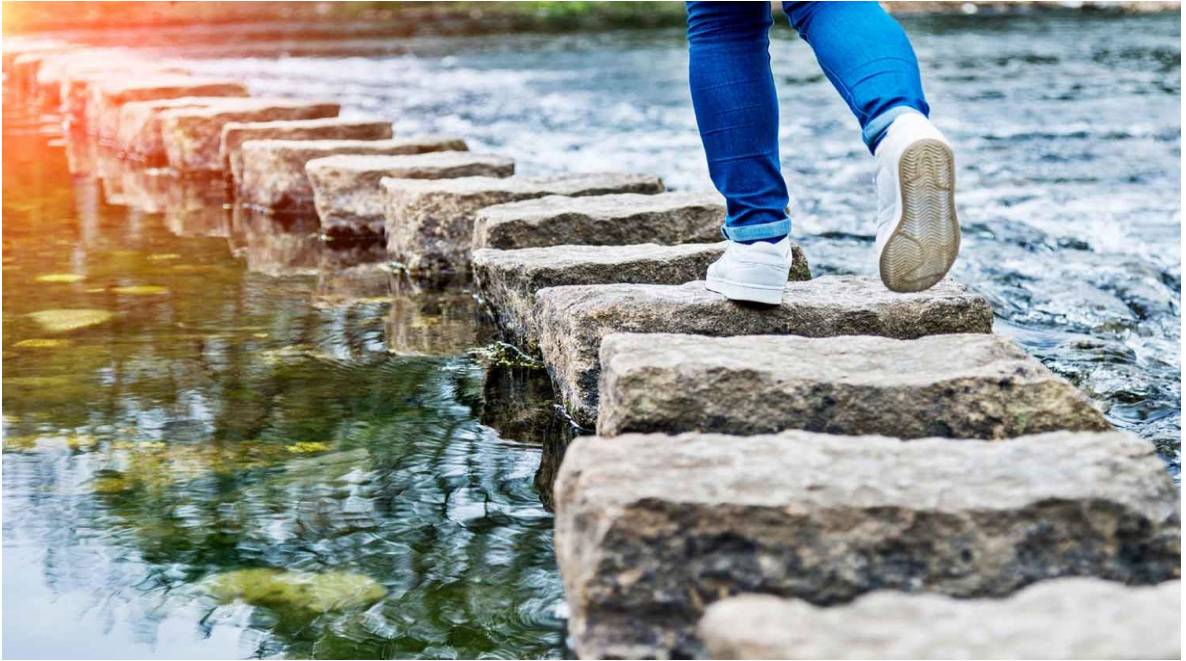
- ✓ **Research has shown exercise to have many “positive biological and psychological effects that affect the brain and the cognitive functioning and promote a condition of wellbeing.” (Mandolesi et al., 2018).**
- ✓ **Increased cerebral blood flow, delivery of oxygen to cerebral tissue (BRAIN), reduction in muscle tension.**
- ✓ **Increased levels of neurotransmitters (e.g., serotonin (brains feed good chemical- happier, calmer, more emotionally stable, calmer) and endorphins (alleviate pain, lower stress, improve mood, enhance sense of well being)).**
- ✓ **Decreases anxiety, depression, dysfunctional and psychotic behaviors, hostility, tension, phobias, headaches.**
- ✓ **Increases assertiveness, confidence, emotional stability, cognitive functioning, internal locus of control, positive body image, self-control, sexual satisfaction.**





In 2018 the Annals of Internal Medicine published a study of 8,000 adults that showed an association between prolonged sitting and a risk of early death from any cause. (People who sat for no more than 30 minutes at a time had the lowest risk in that study.) Other research has linked prolonged sitting or other sedentary behavior to diabetes, poor heart health, weight gain, depression, dementia, and multiple cancers.

Prolonged sitting is one of the main causes for many of the conditions treated in musculoskeletal clinics.





- B** Breathe
- A** Align
- L** Laugh
- A** Adjust
- N** Say No
- C** Create a Plan
- E** Exercise



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The End