Balancing Life When Working from Home

Overview

Today's work from home workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, isolated, and misunderstood. Many people feel the demands of the workplace, combined with the demands of home, have become too much to handle. This one-day workshop explores the best practices and strategies that people can use every day.

Learning Objectives

- Work/Home Balance
- Learn to identify your biggest time wasters
- Learn to eliminate procrastination
- Learn how to prioritize wisely
- Learn to apply the strategies and tools of time management
- Learn how to decompress and manage your stress levels

Course Agenda

Module 1— The Pressures of Working from Home

- What is Work-Life Balance?
    - What is Your Definition?
    - Discussion: What is Stressful About Working from Home

Module 2— Work-Life Integration vs. Work-Life Balance

- What's the Difference?
    - Work-Integration Defined
- Identify Your Pressure Points
- Benefits of Creating Balance

Module 3— Working from Home Using Emotional Intelligence

- Self-Awareness
- Self-Management
- Social Awareness
- Good Relationship Skills
- Responsible Decision-Making Skills
- Observation Exercise

- The Seven Human Emotions
    - Sadness
    - Anger
    - Fear
    - Happiness
    - Surprise
    - Contempt
    - Disgust
- Skills Practice: What Do Emotions Tell Us?
- Validating Emotions in Others
    - The VALUE Technique
    - The SOLER Technique
- The Emotional Map
    - Plutchik's Wheel of Emotions
- Using Your Voice to Get Results
- Deepening Work Relationships When Working from Home
    - 5 Ways to Deepen Relationships
        - Deep Listening
        - Empathy
        - Neutrality
        - We versus Me
        - Communicating
    - Skills Practice: What Do You Think?
- On Camera Communication Tips and Tricks
- Staying Positive While Working from Home
    - Optimism
    - Pessimism
    - Resilience

Module 4— Facing Work from Home Challenges

- Setting Boundaries
    - Beliefs about Boundaries
    - Successful Boundary Qualities
    - Skills Practice: Boundary Worksheet

Module 5— Coping Toolkit

- Accountability
    - Self-Reflection Exercise
- 10 Tips to Manage Pressure and Stress
- Using Stress versus Stress Using You
- Skills Practice: My Top 5 Ways to Manage Pressure and Stress
- Values: What Matters Most
- How to Achieve Work-Life Integration
- Skills Practice: Integrating Core Values into Work
- Using The Wheel of Life