Outline for Today

◦ Introduction

◦ Why talk about Work-Life Harmony?

◦ **Tips and Tools:**
  1. Prioritize what’s important to **you**
  2. Think about your thoughts
  3. Reduce burnout

◦ Let’s Discuss
Work Life Harmony

Why talk about Work Life Harmony?
- We cannot separate work and life
- Amount of time in each area does not determine quality of life
- Work and life changes frequently
- Work life harmony uses approach that the more fulfilled and satisfied we are at work, the more energized and motivated we are at home, and vice versa
Tips and Tools

1. What is important to you
2. Think about your thoughts
3. Reducing burnout

1. What is important to you?

WHAT MATTERS TO YOU?
1. What is important to you

- We each have different wants, needs, passions, values
- What areas do you find important?
- You have permission to choose and change your priorities

1. What is important to you right now?

<table>
<thead>
<tr>
<th>Career and Work</th>
<th>Money</th>
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<tbody>
<tr>
<td>Promotion</td>
<td>Mental Health</td>
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<td>Health</td>
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What’s Really Important in Life?
1. What is important to **you** right now?

**Exercise:**
Think of which 6 areas are most important to you right now.

Evaluate how fulfilled you are in each area?
1 = not fulfilled, 10 = very fulfilled

For areas that are lower, what would it look like to be a 7-8? How can you prioritize or make changes to be more fulfilled in these areas?

2. Think about your thoughts
2. Think about your thoughts

- Our thinking alone is a huge factor for stress and discouragement

- How we think impacts how we feel and behave, both at work and at home

- Paying attention to our thoughts can help reduce stress and increase fulfillment

2. Think about your thoughts

- Thoughts are not facts

- We often create a narrative to go along with our thought

- Unhelpful thought patterns lead us to feel more sad, angry, stressed, down

- Helpful thought patterns helps us to feel more fulfilled, confident, and engaged
2. Think about your thoughts

If your thoughts are not helpful, consider…

1. Am I confusing a thought with a fact?
2. Am I jumping to conclusions?
3. What is the evidence for or against my thought?
4. As I assuming my view is the only one possible?
5. Am I expecting myself to be perfect?
6. Am I blaming myself for something which is not really my fault?
2. Think about your thoughts

**Exercise:**
If your boss excludes you from a meeting, what are several thoughts that you could have?

Which thoughts are helpful and which are not helpful?

For unhelpful thoughts, how can you challenge them?

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3. Reducing burnout
3. Reduce Burnout

True or False…
1. Burnout can come from personal life ✔
2. Vacation will fix burnout ❌
3. Some stress is beneficial ✔
4. It shows strength to communicate about burnout ✔
5. Productivity and success come with burnout ❌

3. Reduce Burnout
- Stress versus burnout
- Impact of burnout
3. Reduce Burnout

### Signs of Burnout

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<tr>
<th>Physical Signs</th>
<th>Emotional Signs</th>
<th>Behavioral Signs</th>
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<tbody>
<tr>
<td>• Tired and drained most of the time</td>
<td>• Loss of motivation</td>
<td>• Skipping work or coming in late</td>
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<td>• Lowered immunity</td>
<td>• Negative outlook</td>
<td>• Withdrawing from responsibilities</td>
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<td>• Frequent headaches, back pain, muscle tension</td>
<td>• Sense of failure</td>
<td>• Using food, alcohol, or drugs to cope</td>
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<td>• Over eating or under eating</td>
<td>• Detachment</td>
<td>• Difficulties concentrating</td>
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<td>• Change in sleep habits</td>
<td>• Irritability</td>
<td>• Conflicts with colleagues or supervisors</td>
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<td>• Feeling helpless</td>
<td>• Missing deadlines</td>
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<td>• Dread going to work</td>
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<td></td>
<td>• Apathy</td>
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<td>• Decreased passion</td>
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3. Reduce Burnout

**Exercise:**

What are your personal signs of burnout?

**What is helpful to do or consider when you are beginning to burn out?**

- Saying no
- Delegating
- Communicating to coworkers
- Find a network or peer group
- Getting away from desk
What to take away…

1. **Regularly evaluate the important areas in your life.**
   What areas are going smoothly and which need more attention at the moment?

2. **Become aware of your thoughts** and challenge thoughts that may not be helpful?

3. **Identify when you may be starting to burn out** and be proactive in managing stress.


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You aren’t perfect.
All you can be is your best.
Be your best at work.
Be your best at home.
Even if you can’t spend the time you want
in an aspect of your life,
be your best at it when you are in it.
Be in harmony.

-- Dr. Bill Gentry
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Thank You!

◉ Questions
◉ Thoughts and Discussion

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