

# 204-O

## Professional Work/Personal Life Balance: Is it Utopia?

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**Upon completion of this course, the participant will be able to:**

1. List traditional time management strategies;
2. Describe outcomes from lack of work-life balance; and
3. Identify methods to create work-life balance.

I. History

- A. Work hours
- B. Stress and work-life balance

II. How Work Invades Your Personal Life

- A. Global economy
- B. Advanced communications
- C. Longer hours
- D. Change in family roles

III. Married to Your Work

- A. Fatigue
- B. Family
- C. Friends
- D. Expectations

IV. Best Work-Life Balance

- A. Keep a log
- B. Balance your options
- C. Learn to say no
- D. Leave work at work
- E. Manage your time
- F. Rethink your cleaning standards
- G. Communicate clearly
- H. Fight the guilt
- I. Nurture yourself
- J. One night per week for recreation
- K. Protect your day off
- L. Get enough sleep
- M. Bolster your support system
- N. Seek professional help



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