



Competencies that are addressed:

PRIMARY COMPETENCY CATEGORIES:

- **Stress Management—**

Differentiates between positive and negative stress. Maintains a balance between productive and unproductive attitudes and behaviors.

- **Initiative—**

Proactively makes things happen. Evaluates self and others and takes positive corrective action. Is self-disciplined.

RELATED COMPETENCY CATEGORIES:

- **Values—**

Guided by a personal code of ethics. Demonstrates a strong sense of integrity by working in accordance with their personal values.

- **Vision—**

Future-oriented. Develops a future exciting picture of what could and what should be, regardless of what is, for them and their organization.

- **External Awareness—**

Sees things from multiple points of view. Is mindful of how actions impact others. Keeps up to date with issues that affect area of responsibility.

Balance Work and Life

SUMMARY

Work-Life balance is a hot topic of conversation among many employees. While you and your colleagues may discuss the topic, what are you doing to create your desired level of balance? What are your priorities? What are the critical factors in your life that you desire to balance? How do you create and implement an action plan that helps you achieve goals and develop a desired level of balance?

CONTEXT

Most professionals aspire to live a balanced life. That is, you want to spend the appropriate amount of time in each area of your life. Yet, often you feel that your life is out of balance. It could be that the imbalance is due to a relatively temporary cause, such as an accident or injury, a workplace change, or a move. In other cases, feeling out of balance is more chronic. You feel that way day after day, month after month, even year after year. It is important to look at these issues and analyze the current level of energy and time that you are devoting to each area. This allows you to set yourself on a path that will result in a greater sense of balance in your life.

In this module, you examine the degree of balance that you feel in your life related to areas such as work, family, health, community, spirituality, social life, and finances. You assess your current level of satisfaction with the degree of energy and time that you are devoting to various areas of your life, and commit to actions that will bring your life further into appropriate balance.

At the completion of this module, participants will be able to:

- Assess the degree of balance in their life
- Plan to bring more balance into their life
- Define areas where they could spend more time or less time

“Be aware of wonder. Live a balanced life - learn some and think some and draw and paint and sing and dance and play and work every day some.”

—Robert Fulghum