



Welcome to Your C3 Engage Wellness Program



# WORK/LIFE BALANCE

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# Agenda



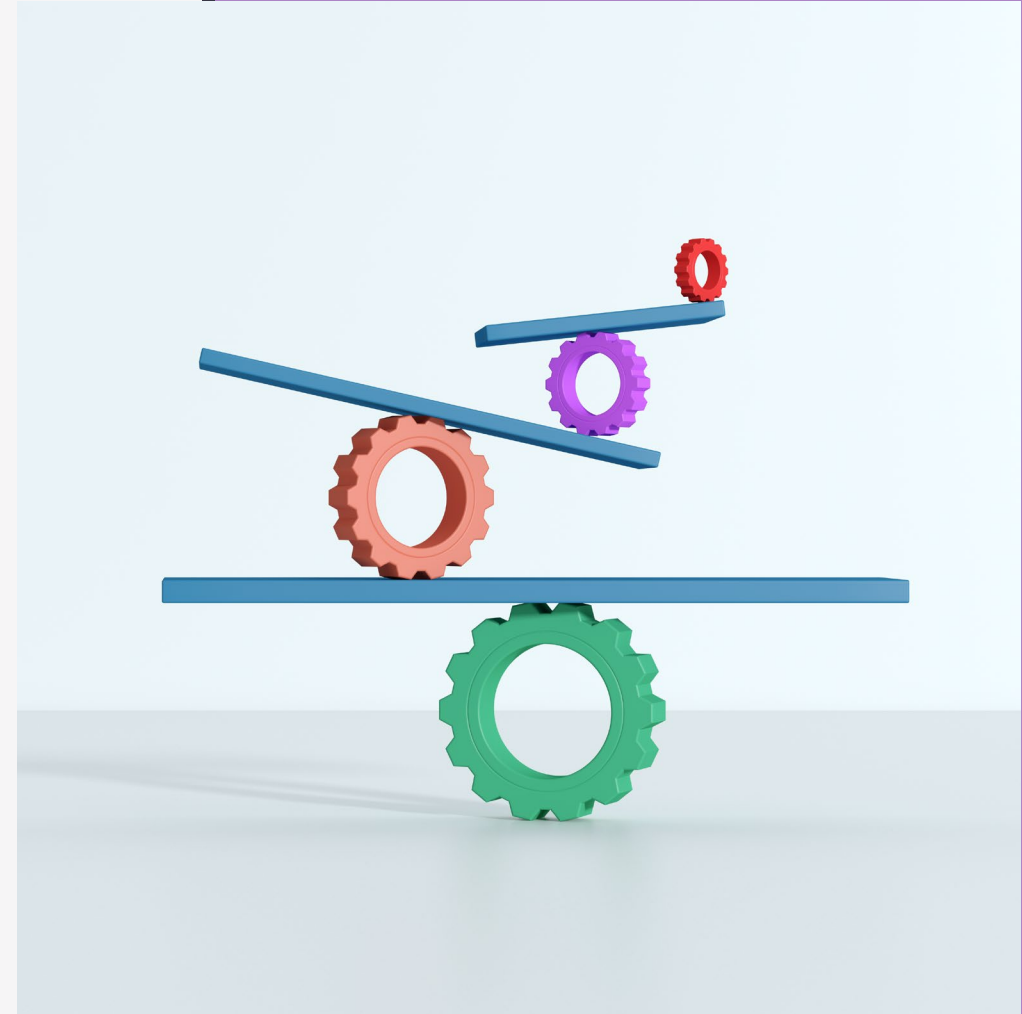
What is Work Life Balance?



Quick Assessment



Characteristics of Balance



# What is this Elusive Work Life Balance?

Work-life balance is the state of effectively managing work obligations, family commitments, personal interests, and other aspects of life to achieve a sense of well-being and avoid feeling overwhelmed or burnt out.

But first.....



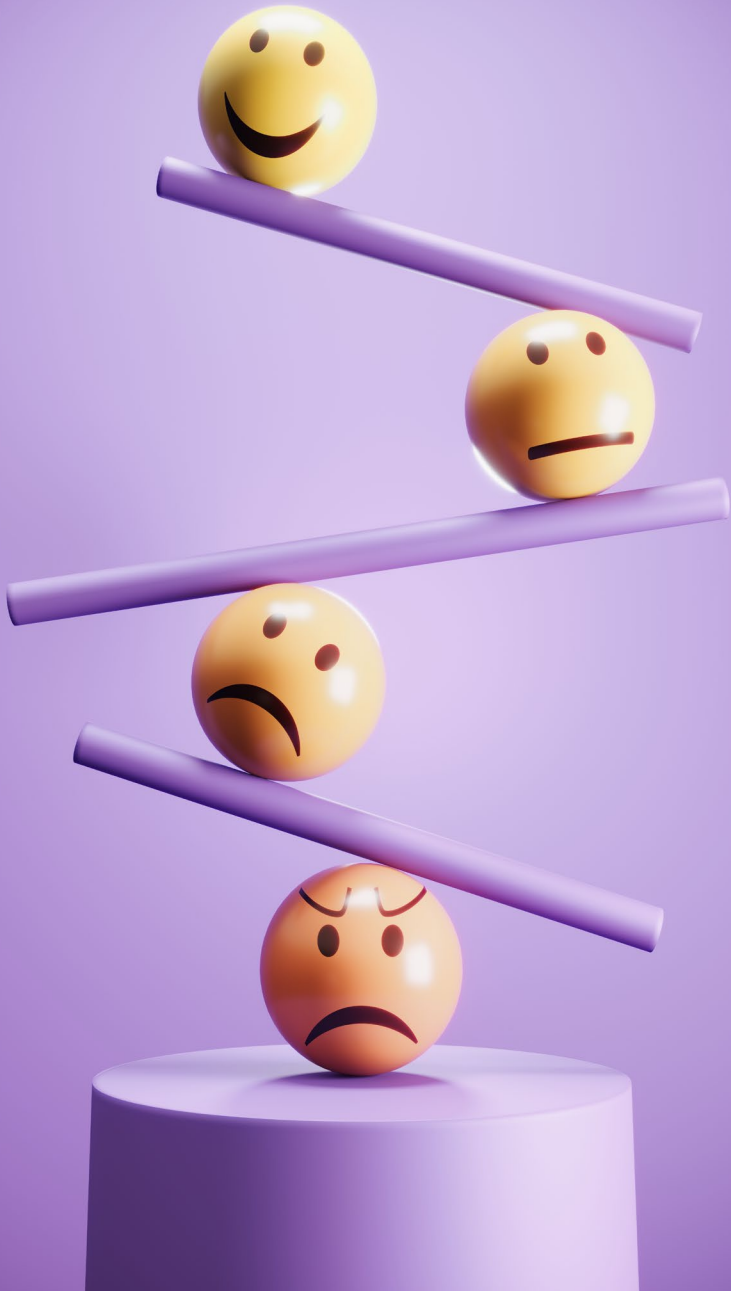


**LET'S TAKE A  
QUICK QUIZ**



# Rate Yourself

- ▶ 1 Never
- ▶ 2 Seldom
- ▶ 3 Sometimes
- ▶ 4 Often
- ▶ 5 Always



► 1 Never

► 2 Seldom

► 3 Sometimes

► 4 Often

► 5 Always

# Assessment Questions



\_\_\_\_\_ I neglect **taking time for myself** (for recreation, relaxation, quiet time or self care) in favor of fulfilling work and family responsibilities.

\_\_\_\_\_ I neglect/have difficulty getting an adequate quantity and **quality of sleep, exercise, hydration and/or nutrition.**



\_\_\_\_\_ I feel **depressed, exhausted and/or overwhelmed** when I think of all I have to do at home and/or work.

\_\_\_\_\_ I **feel guilty** that I am not meeting my responsibilities at home and/or work.



\_\_\_\_\_ I feel like I have **little or no control** over the demands placed on me at home and/or work.

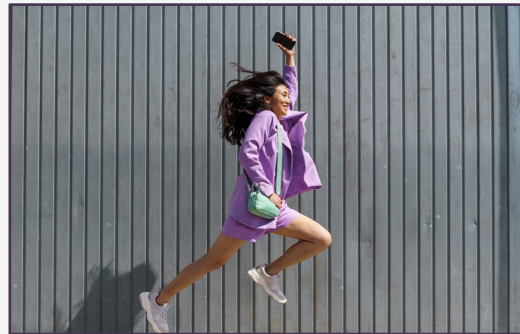
\_\_\_\_\_ I spend **50 hours or more** a week at work.

# Results



**24 – 30**

Burnout waiting  
to happen...



**15 – 23**

Getting caught in  
the thrill of the  
chase...



**14 or Less**

Great!...keep it up.



# WHAT IS WORK/LIFE BALANCE?







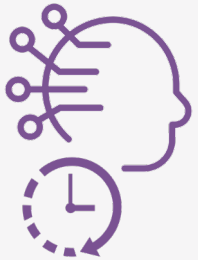
# Characteristics of a Healthy Balance

- ▶ **Prioritizing**  
Recognizing and prioritizing both personal and professional responsibilities
- ▶ **Time Management**  
Effectively managing your time to meet personal and professional commitments
- ▶ **Self Care**  
Managing time for activities that promote well-being and relaxation
- ▶ **Flexibility**  
Being able to adapt work schedules and responsibilities that accommodate personal needs
- ▶ **Communication**  
Openly communicating work and personal needs with employers and family/friends.

# STEPS TO IMPROVE A BETTER BALANCE



# Step 1: Set Your Priorities



## Prioritizing your Time

This is the cornerstone of achieving a harmonious **work-life balance**. As you aim to assist others and fulfill your professional goals, mastering **time management** becomes crucial. It's about more than just managing your calendar; it's a **mindful practice** that aligns your daily activities with your deepest values and aspirations.



## Effective Prioritization

You start by identifying the tasks that resonate most with your goals, both personal and professional. This approach guarantees that you're not just busy, but productive. It involves recognizing the activities that will have the most **significant impact** on your life and dedicating the right amount of time to them. This method ensures progress towards your aspirations, bringing you closer to **personal fulfillment** and **professional success**.



## Begin by Listing 5 Top Priorities

If you had unlimited time, **what would be your first priority?** This can begin the process of listing. What would be your second? Your third? Jot down 5.



# Step 2: Setting Clear Boundaries

## Consider One Week

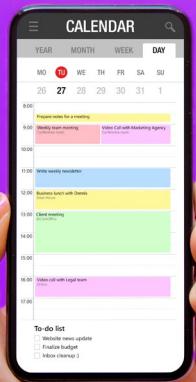
In a week's time, track how much time is spent on work (think travel time, at the office, in your home office, conducting work activities). Then do the same for family, friends, fun, relaxation, hobbies, household chores/maintenance. You start by identifying the tasks that resonate most with your goals, both personal and professional. This approach guarantees that you're not just busy, but productive. It involves recognizing the activities that will have the most **significant impact** on your life.

## Delegating

As you explore ways to enhance your work-life balance, consider prioritizing tasks to identify which ones you can **delegate**. Harnessing the strengths of your team allows you to **share the load**, making space for personal growth and well-being. Embracing **external resources**, like meal delivery/pick up or childcare, can also offer you the breathing room you need to thrive in both personal and professional spheres.

## Utilize Productivity Apps

This can transform your daily grind into a streamlined routine, effectively boosting your efficiency and harmonizing your **work-life balance**. These tools offer a sanctuary for your tasks and schedules, neatly organizing them in one accessible place. They gently nudge you with **reminders and notifications**, ensuring you're on pace to meet your deadlines.



# Step 3: Take Care of Your Well-being

## Set Aside Time for Reflection

Regularly reviewing your day or week helps identify what's working and what's not. It's a moment to acknowledge the missteps in not dedicating enough time to either aspect of your life, thereby devising a plan to rectify this imbalance. **Using insights from past mistakes to improve** how you organize and prioritize tasks ensures that both your personal and professional responsibilities receive the attention they deserve.

## Self Care Activities

Engaging in **regular physical activities** isn't just about staying fit; it's a vital booster for your productivity. It clears your mind, allowing you to return to your tasks with renewed focus and energy. Similarly, ensuring you get **adequate sleep** each night is foundational to your decision-making, problem-solving abilities, and overall effectiveness. A **balanced diet** further supports your body's needs, fueling your day-to-day activities and long-term goals.

## More Boundaries

**Learn to Say No:** Overcommitting is a common pitfall. Recognizing this allows you to understand the importance of setting boundaries. Saying no to additional responsibilities when your plate is full is essential for reducing stress and preventing burnout. **Take breaks throughout the day:** Previously skipping breaks may have led to decreased productivity and increased stress. Incorporating short breaks enables you to recharge, ultimately enhancing your efficiency and well-being.



TAKE CARE  
OF YOURSELF  
TODAY

# CODEPENDENT AT WORK





# Typical Codependent Encounters in the Workplace

## ► Employee's Need for Approval

The need for approval and the **high tendency to have one's feelings hurt**.



## ► Employee Feels Taken Advantage of

Codependents also often feel taken advantage of, and so a codependent employee may **feel shame, fear, pain, or anger**, and these feelings are often magnified because of that **high empathy level**.

## ► Employee Initiates Office Disruption

So it's not unusual for codependent employees to reach out to other co-workers **in an attempt to cope with the overwhelming feelings** of anxiety, and that can be very disruptive to all parties involved and quite **costly to organizations** if you think about it from a productivity standpoint.

## ► Employee Omits Doing Their Work

Instead of focusing on doing their work, they can be really **distracting to other employees** and trying to share their feelings of anxiety or translating that anxiety onto other employees **making them anxious**.

# Detaching

## ▶ Knowing it's Not Your Problem

**No longer** making someone's problem your own.

## ▶ Ability to Release Control

**Releasing the desire to control** and no longer acting on it.

## ▶ Keeping a Healthy Distance

Maybe keeping a healthy distance from someone who is in active addiction and **no longer enabling their behavior** by giving money or time to them. Loving them from a distance.

## ▶ Stopping Attempts to Make Others Happy

**Releasing yourself of the responsibility** to make others happy.

## ▶ Holding Space for You

**Holding emotional space for yourself** instead of just for other people.

## ▶ Letting Go

Letting people experience **consequences for their behavior**.

## ▶ Stopping Manipulative Behaviors

Stopping manipulative behaviors such as trying to control other people's **emotions or outcomes** of a situation.

## ▶ Refusing to Rescue or 'Fix' Others

Refusing to rescue people and **fighting the urge to "fix" situations for them**.

## ▶ Refusing to Put Other's Needs Before Your Own

Refusing to **prioritize** people to your own detriment.

## ▶ Breaking Unhealthy Cycles

Breaking cycles and **deciding what is best for you** - even if other people would prefer you return to status quo.

## ▶ Dealing With 'What is'

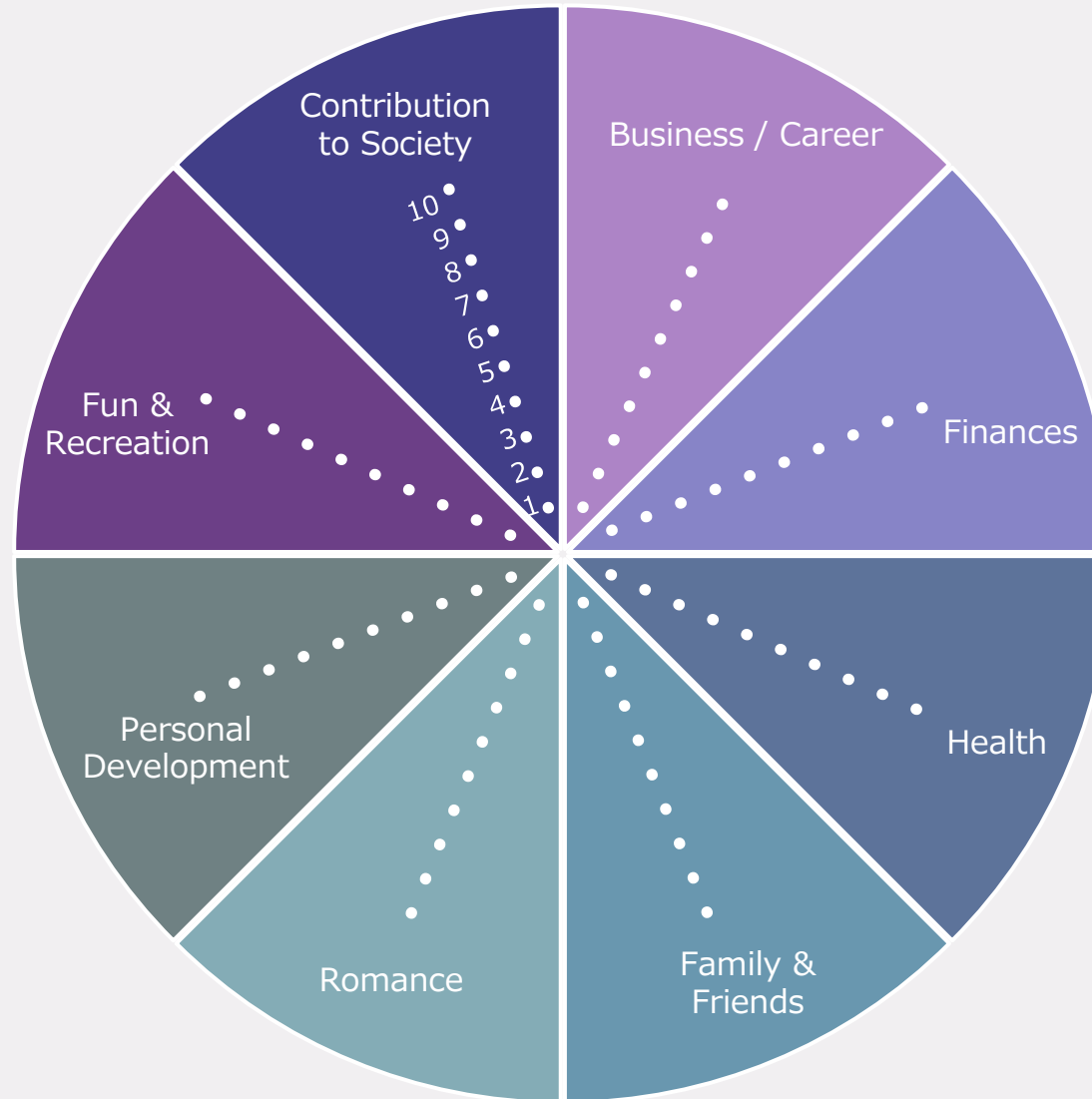
**Relinquishing the overall illusion of control** over people and situations - dealing with what is, right now, instead of trying to anticipate what will be if such and such happens.

# WORK LIFE BALANCE WHEEL





# Life Balanced Wheel



# How Does it Work?

The Life Balance Wheel is straightforward in its application yet profoundly impactful in its results. The process entails three fundamental steps:

## Step 1: Pinpoint Your Life Domains

Begin by identifying the various facets of your life that collectively contribute to your overall well-being. These aspects often encompass career progression, familial bonds, physical health, financial stability, personal development, and more. Ensuring that these domains represent all areas significant to you is essential, as this will provide a comprehensive view of your life.

## Step 2: Gauge Your Satisfaction Levels

Once you've outlined your life's critical domains, evaluate your current level of satisfaction in each area. Apply a numerical rating from 1 to 10, where 1 symbolizes minimal satisfaction, and 10 represents maximum contentment. This exercise provides a visual representation of your life balance, highlighting areas that are thriving and those that need attention.

## Step 3: Contemplate and Strategize

With your satisfaction scores, take some time to reflect on the results. Which areas are flourishing? Which ones require immediate attention? Use this reflection to pinpoint the sectors where you want to improve. Subsequently, devise action plans tailored to each domain to instigate the necessary change.

Consider using the printable Life Balance Wheel as a concrete starting point. This flexibility allows you to adapt the tool to suit your unique life circumstances and preferences, ensuring a truly reflective and beneficial experience.

Remember, the Life Balance Wheel isn't just a one-time exercise; it's a continual process of self-evaluation and growth. Regularly revisiting your wheel will help track your progress and make necessary adjustments, fostering a balanced and fulfilling life.

# Mindful Moment Strategies

Mindfulness improves focus and concentration, which supports efficiency at work, and also deepens compassion and connection, which allows you to fully engage in personal time.

- ▶ **Tip 1**  
**Morning and Evening Routines**
- ▶ **Tip 2**  
**Practice Doing Nothing**
- ▶ **Tip 3**  
**Prepare for Transitions**





# Resources



Work Life Balance Wheel

[Life Balance Wheel Self-Assessment](#)

Work/Life Balance Assessment

[Work-Life Balance Quiz & Worksheet](#)

Practicing Mindfulness

[Mindfulness | Being Present in the Moment](#)

Holistic Healing Begins Here.

**THANK YOU**

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