

Balancing Work and Life In A Remote Environment

Presented by ComPsych® Corporation



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Agenda

What “Balance” Means to You
Prioritization In Today’s Environment
Combatting Loneliness
Self-Care Strategies



Fill in the Blank

I wish I had more time for _____



Constant vs. Variable

Time is a constant

- › There are 24 hours in a day, 168 hours in a week and 8,736 hours in a year

Tasks are variable

- › Things that fill our time are controllable
- › Tasks should be managed



Three Questions to Find Balance

1. Where am I currently spending my time?
2. Where do I want to be spending my time?
3. Do I prioritize all of the things on list number 1 higher than all of the things on list number 2?

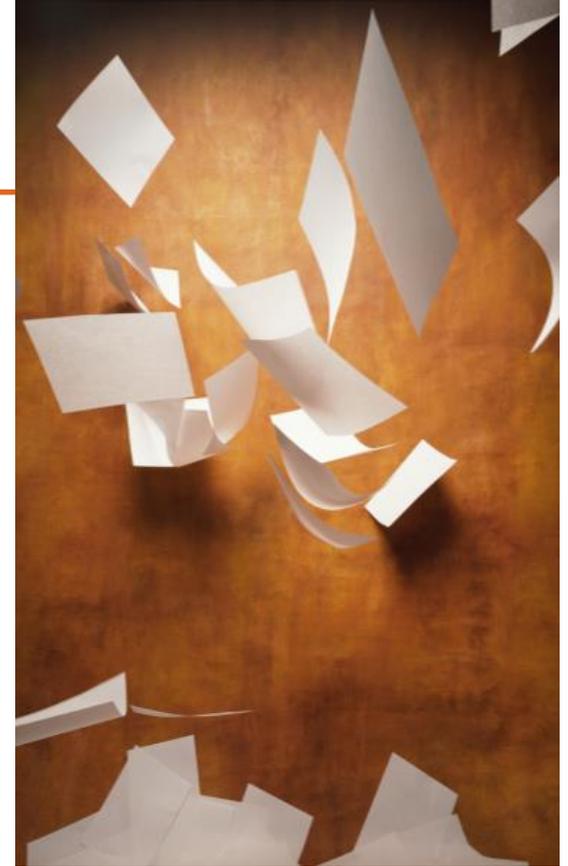


Prioritization

Think about a recent day that felt utterly chaotic... what happened on that day?

- Had you overscheduled yourself?
- Underestimated how long something would take?
- Did you do some things that, now that you look back on it, didn't really have to be done that day?

Prioritization is about making sure you control the day instead of letting the day control you!





2 Prioritization Factors

Importance

(rewards and consequences)

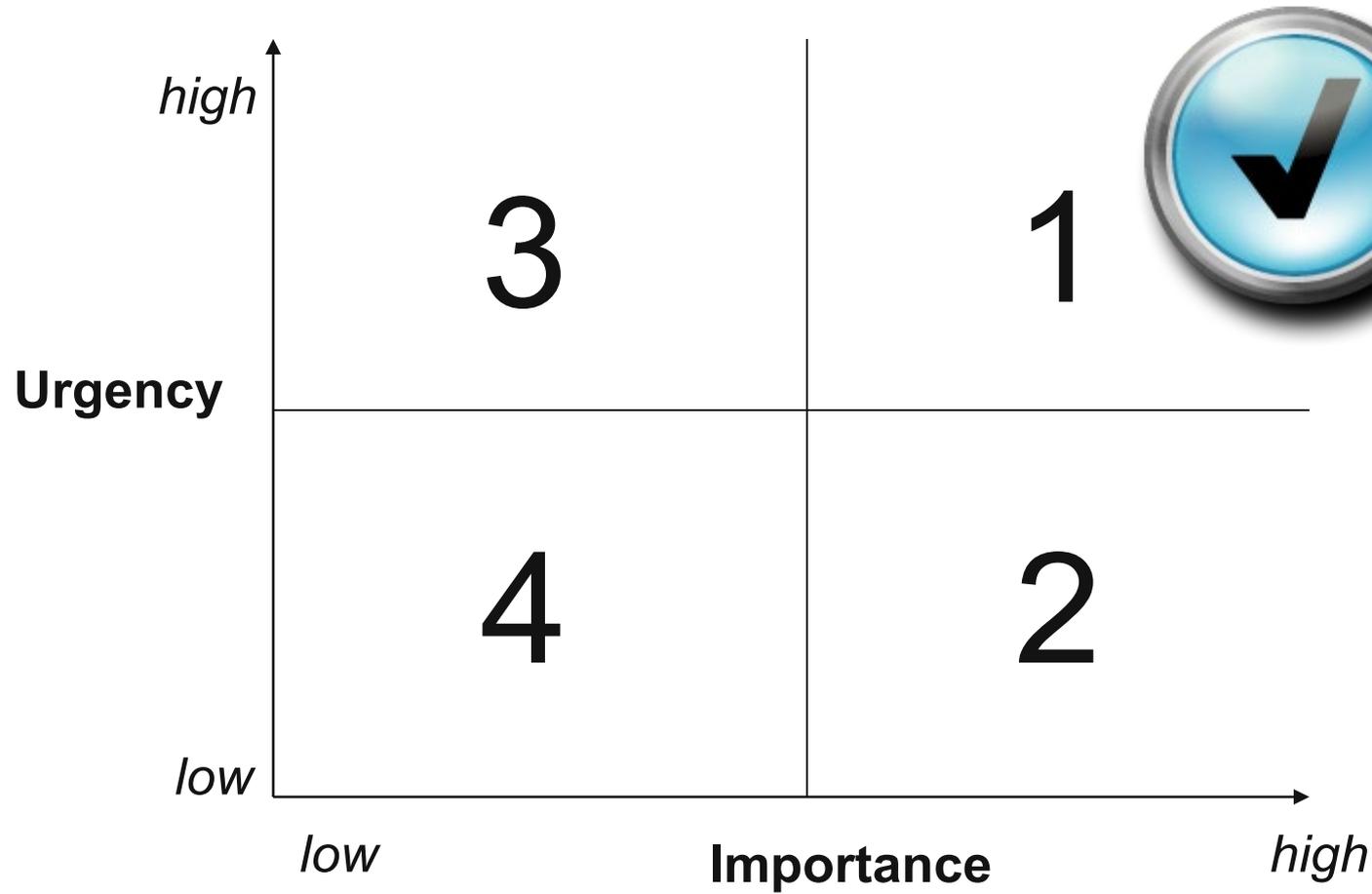
Urgency

(time)





Prioritization Grid





Case Study: Julia

You call your friend Julia and start the conversation by asking, “How’s it going?” Here’s what she says in a frantic-sounding voice:

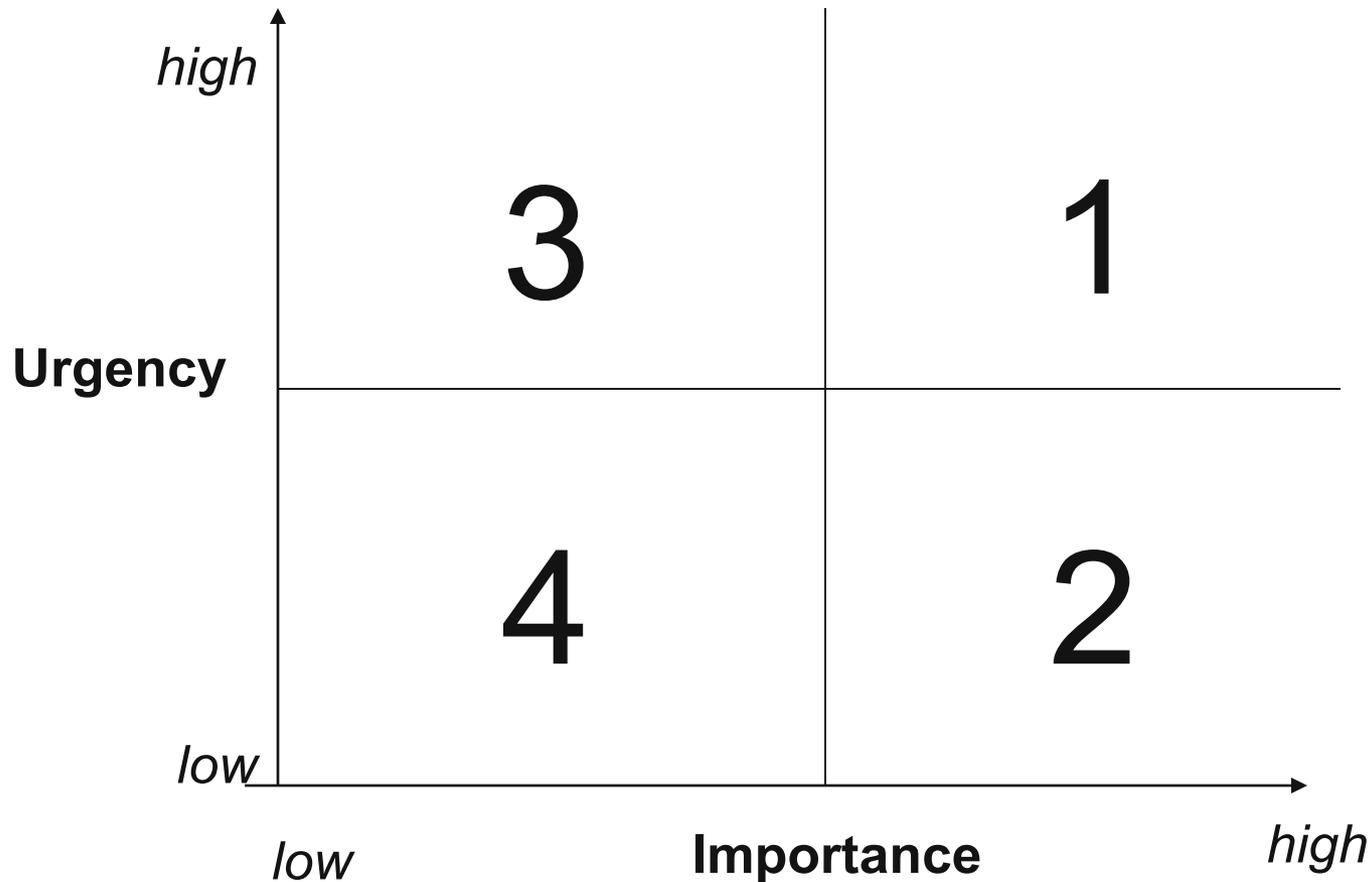
“It’s going terribly! My life is out of control. It started this morning when I couldn’t get the kids out of bed let alone have them come downstairs for breakfast before school starts. I finally get them set up for their Zoom meetings for school, and all of a sudden the internet goes out! I have to get that fixed NOW for them and so I can start my own work day!!!!

To make matters worse, it’s my partner’s birthday this weekend. I promised to bake a cake and cook an elaborate meal, but there’s NO WAY I’m going to have time to do all of the shopping and prep work to get that done.

Plus, tonight my daughter has some math homework – she can do it without my help, but I’m sure she’ll get some questions wrong and demand my help. Oh, and I got this phone bill that has an incorrect charge – it says I sent a text that didn’t really go through, and it cost 20¢. I guess that shouldn’t be such a big deal, but it’s the principle and I’m not paying! But every time I call to speak to customer service I get put on hold forever and have to hang up. I really need to get through to them already!

Oh, and I haven’t exercised at all this week. I really need to start running again!

How Should Julia Prioritize Her Day?



Place each of these items in the box you think is most appropriate:

- Make the kids breakfast
- Troubleshoot the internet problem
- Shop and prep for the cake and elaborate dinner
- Help daughter with math homework
- Get in touch with the phone company
- Exercise



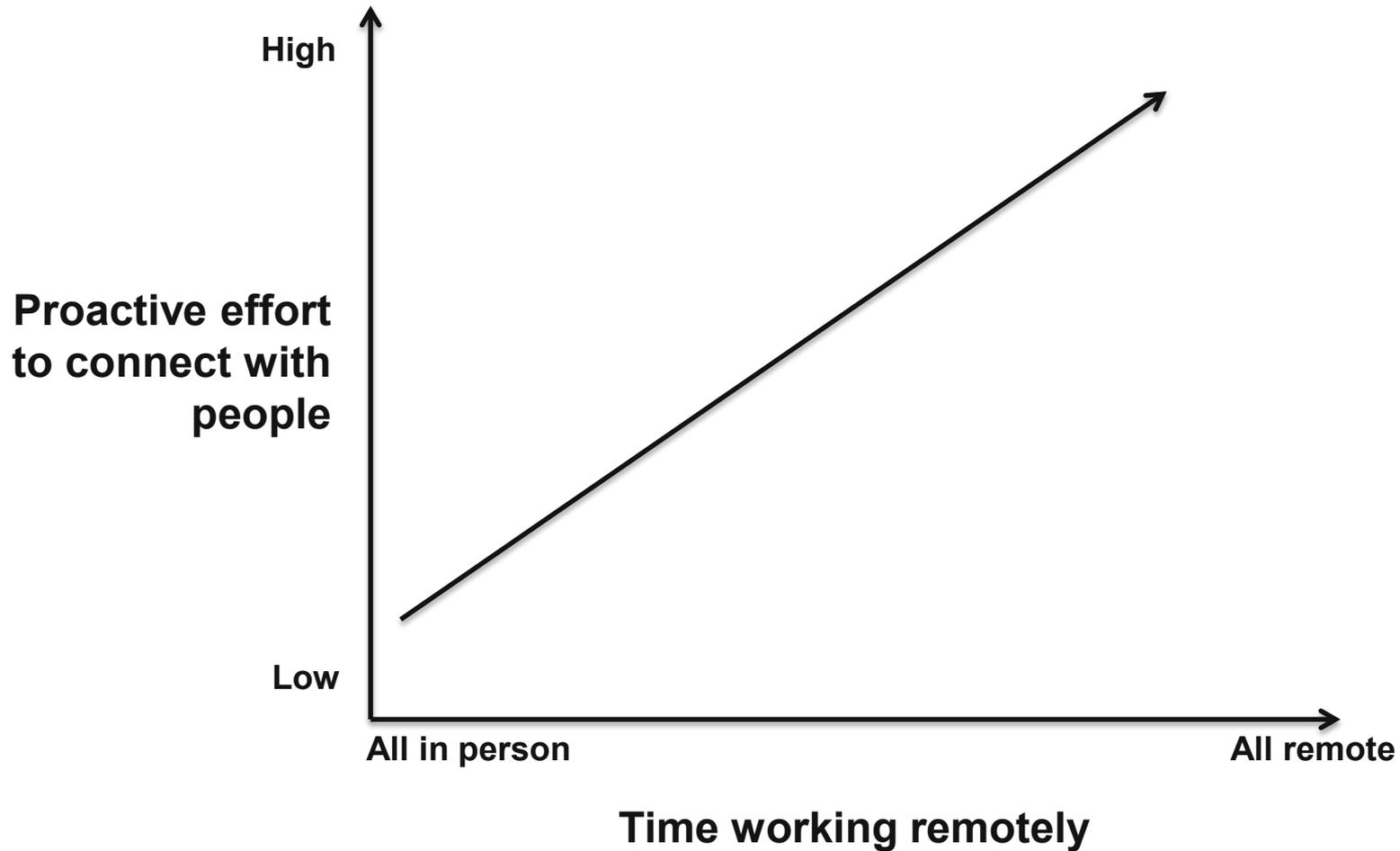
Loneliness Stats

According to research conducted **PRIOR** to the Covid-19 pandemic

- A majority of Americans report feelings of loneliness
- More than one in four say they rarely or never feel as though there are people who really understand them
- More than one out of three say they have no one they can turn to in time of need

Source: Loneliness Index Report—a survey of 20,000 adults in the U.S. conducted by Cigna in partnership with Ipsos.

Combatting Loneliness and Isolation



Connecting

Pre-planned chats/ virtual lunch dates

Non-business matters first

Instant messaging

Breaks – leave the house! Smile and say hello to people

Other ideas?

Self Care



-  **Be cautious about avoidance coping**
-  **Avoid unproven/unnecessary exposure to media**
-  **Maintain a routine as much as possible**
-  **Develop relaxation and decompression strategies**
-  **Seek professional help as needed**

Thank You for Attending

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