

Homewood
Santé | Health

ESTABLISHING WORK-LIFE HARMONY

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EFAP INFORMATION

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I would like to begin by bringing to mind the Indigenous Peoples of all the lands we are on today, and the significance of these lands.

From coast to coast to coast, we acknowledge the ancestral and unceded territory of all the Inuit, Métis and First Nations people who call these lands home.

To learn more about whose land you are on please visit Whose Land at <https://www.whose.land> or download the app:

App available in English and French

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SOCIAL DETERMINANTS OF HEALTH: AN OVERVIEW

Social determinants of health are the living conditions that individuals experience:

- Education
- Gender identity
- Sexual orientation
- Ethnicity
- Housing
- Income and income distribution
- Social exclusion
- Social safety net
- Immigration status
- Unemployment and job security
- Food insecurity
- Indigenous status
- Disability
- Early life
- Health services
- Employment and working conditions

These determinants impact and influence our health, at all stages of life and beginning in childhood, and are critical when it comes to fully understanding and appreciating a person's health and why some people are healthier than others.

OBJECTIVES

- ✔ Understand what work-life integration is and is not
- ✔ Determine whether your work-life is in balance or not
- ✔ Develop personal strategies to enhance work-life balance



DID YOU KNOW . . . ?

A Canadian study on balancing work, family and caregiving reported:

- Over **50%** of the population works more than 45 hours per week, while **43%** works between 35-40 hours
- **59%** of survey respondents look work home with them, putting in another four extra hours per week from home
- **70%** of employees reported high levels of stress
- **50%** of survey respondents experienced high levels of family interfering with work, and more than **65%** said work-life challenges have caused them to reduce personal activities that benefit mental and physical health
- **2/5** survey respondents felt they had more work to accomplish than time allowed

(Stevenson & Duxbury, 2017)

WORK-LIFE INTEGRATION

Is work-life balance even possible?

Or is work-life harmony or work-life integration more realistic?



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WHAT IS WORK-LIFE INTEGRATION?

- Choosing to make a commitment to one's well-being
- Exercising control over how you spend your time and energy
- Feeling good and being able to give to home and work life without feeling like you are jeopardizing one or the other
- Effectively juggling the multiple responsibilities of work and home
- Enhancing physical, emotional and family health with minimal stress

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IS MY LIFE IN HARMONY?

Do I . . .

- Have time for my family and friends?
- Spend quality time with family/myself?
- Have difficulty managing the demands of work and home?
- Feel overwhelmed?
- Feel out of control?
- Feel exhausted and suffer from low energy?

Am I . . .

- Always in a rush?
- Spending most of my time working or thinking about work?
- Having trouble concentrating or remembering things?

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IS MY LIFE IN HARMONY?

Do I...

- Set perfectionist standards for myself?
- Feel uncomfortable or restless when I am not working?
- Feel worthwhile only when I am producing and achieving?
- Have difficulty disconnecting from work (i.e., while on vacation)?



BENEFITS OF HARMONY

PERSONAL

Rest, Exercise, Nutrition,
Relaxation, Spiritual Growth,
Fun, Hobbies, Recreation,
Leisure

FAMILY

Spending time nurturing
important relationships with
family members

WORK

Being effective and productive
in your employment and
chosen career

COMMUNITY

Building social relationships and
friendships, participating in your
community and the larger world

STEPS TO CREATE HARMONY

1. Identify what's missing
2. Create a vision
3. Clarify your values and priorities
4. Recognize what you have control over
5. Get organized
6. Set appropriate limits
7. Foster support network



IDENTIFYING AND VISIONING

- What is missing in your life?
- What is your vision for a life in harmony?
- What do you value most?
- What does harmony feel like?
- What would your life be like if your priorities could be influenced by your values?



CLARIFY YOUR VALUES AND PRIORITIES

What are values?

- Standards, principles, goals, ways of being that are most important to you
- Values drive your choices and behaviour
- If you'd like to know what a person values, look at what they do in their spare time



EXAMPLES OF VALUES

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Security • Freedom • Adventure • Fun • Health • Love/connection • Honesty • Passion • Intimacy • Commitment • Loyalty • Positive thinking | <ul style="list-style-type: none"> • Friendship • Success • Respect • Happiness • Self-worth • Entertainment • Excitement • Survival • Escape • Creativity • Confidence • Solitude | <ul style="list-style-type: none"> • Courage • Gratitude • Satisfaction • Closeness • Peace • Humour • Contentment • Comfort • Learning/growing • Being the best • Contributing • Helping |
|--|--|---|

CLARIFYING YOUR VALUES

1. Write down your list of top ten values
2. Rank order your list of values
3. Evaluate your values
4. Modify your list, if necessary
5. Compare your current activities against your list of values



SET APPROPRIATE LIMITS

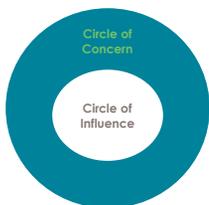


1. Examine your priorities
2. Put first things first
3. Look for ways to simplify
4. Learn to say no

WHAT CAN YOU CONTROL?

Circle of Concern

- Other's expectations
- Work deadline
- The weather
- Traffic
- ????



Circle of Influence

- Planning and prioritizing
- Being organized
- Saying "no"
- Seeking support
- ????

(Covey, 1998)

LOCUS OF CONTROL

Individual exercise

1. Think about your concerns, complaints, problems etc.
 - Write them down on a piece of paper
 - Circle them — this is your circle of concern
2. Regroup your concerns by those you can change and those you can improve
 - Write them down on a piece of paper
 - Circle them — this is your circle of influence

(Covey, 1998)

PUT FIRST THINGS FIRST

Take conscious control of your time and ask yourself:

1. Am I creating time for the important things?
2. Is this what I WANT or NEED to be doing right now?
3. Which tasks can I move to the bottom of the list?
4. What's the worst that will happen if a task is not completed?
5. Do I delegate when I need assistance?



LOOK FOR WAYS TO SIMPLIFY

1. List your current commitments and activities
2. For each commitment ask yourself:
 - Am I consciously choosing it?
 - Is it my responsibility?
 - How important is it to me?
 - How much pleasure do I receive from it?
 - Is it helping me to live a balanced life?
3. Revise your list as necessary



CONTINGENCY PLANNING

- Pre-plan for possible disruptions, emergencies and the unexpected
- Develop a back-up plan shaped by previously experienced disruptions
- Seek support from network
- Delegate



LEARN TO SAY NO

1. Evaluate your motives
 - Do I feel guilty? Fear rejection? Create approval?
2. Examine your current commitments and activities
 - What am I prepared to give up?
3. Buy some time to decide
4. Say no by suggesting an alternative

COMPARTMENTALIZE

- Have clear boundaries between your work and personal life
- Be more present with your family, friends and yourself
- Focus on your work when at work
- Set limits for turning off your cell phone/smartphone
- Set limits for work after hours/weekends
- Don't take your work laptop on vacations or long weekends

SEEKING SUPPORT

Gain support from:

- ✔ Friends, family and neighbors
- ✔ Valued colleagues
- ✔ Others in the same situation
- ✔ Self-care activities for yourself or with family
- ✔ Communicating your needs clearly
- ✔ Your Employee Family Assistance Program (EFAP)



SUMMARY

Today we:

- ✔ Learned the meaning of work-life integration/harmony
- ✔ Recognized if we are in harmony or not in harmony
- ✔ Examined what we can and cannot control
- ✔ Identified life values and priorities
- ✔ Developed strategies for creating and maintaining work-life integration



REFERENCES

Covey, S. R. (1998). *The 7 habits of highly effective people*. Provo, UT: Franklin Covey.

Stevenson, M., & Duxbury, L. (2017). *2015-2016 Balancing Work, Family, and Caregiving: National Survey Report*. <https://bcpsqa.bc.ca/wp-content/uploads/2019/07/00-FINAL-Report-Duxbury-Balancing-Work-Family-a.pdf>



"Life is what happens to you while you are busy making other plans."
~John Lennon

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