



Practical Strategies for Achieving Work-Life Balance

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Your Host Today...



Imrah Mughal
Career Development & Experience
Analyst

Antoinette Oglethorpe

>25 years of experience developing leaders in the Private Sector and now consulting with the UN System

- Speaker and Author on Talent Development
- Professional Career Coach and Counsellor

“[Career Conversations] provoke reflection insight, ideas and action. They keep the focus on the employee while helping them see things differently. And they encourage them to take ownership of their own development. They help them recognize possibilities.”

Antoinette Oglethorpe in “It’s Good to Talk - A Practical Guide to Have Career Conversations in the Workplace.”



As a result of this webinar, you will:



Be able to identify the importance of work-life balance in your professional journey

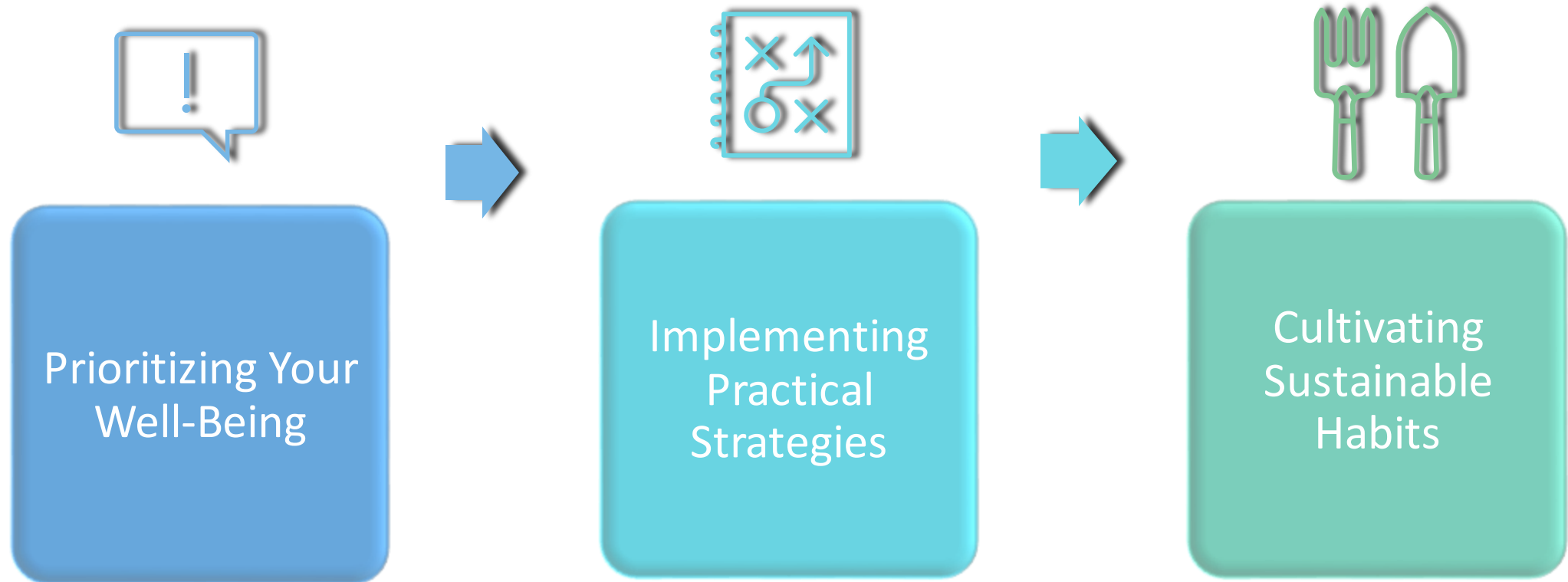


Acquire a toolkit of practical strategies to manage your time, set boundaries, and effectively handle work-related stressors



Be empowered to develop sustainable habits that promote work-life harmony

What we'll cover in this webinar





Prioritizing your
well-being isn't a luxury;
it's a necessity

Prioritizing your well-being



Question



Why is work-life balance so important?

PLEASE TYPE YOUR ANSWERS INTO THE CHAT BOX

What is work-life balance and why is it so important?

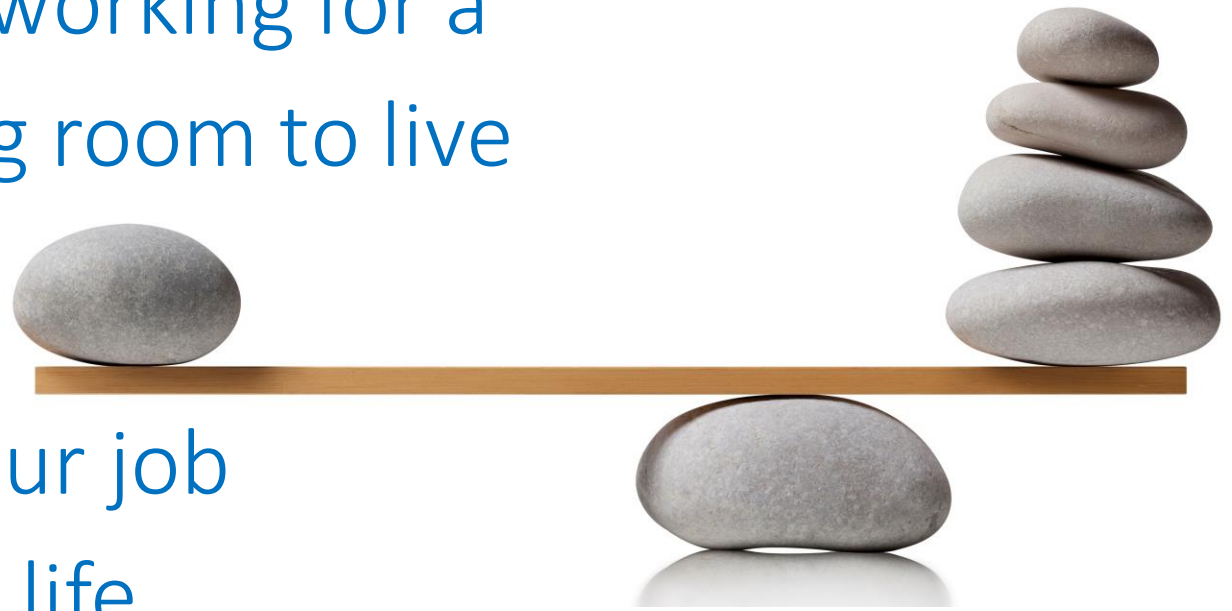
Work-life balance is the equilibrium between your professional responsibilities and your personal life



Balance is crucial because it has a direct impact on your overall well-being

When you achieve a proper work-life balance, you're not just working for a living; you're also making room to live your life

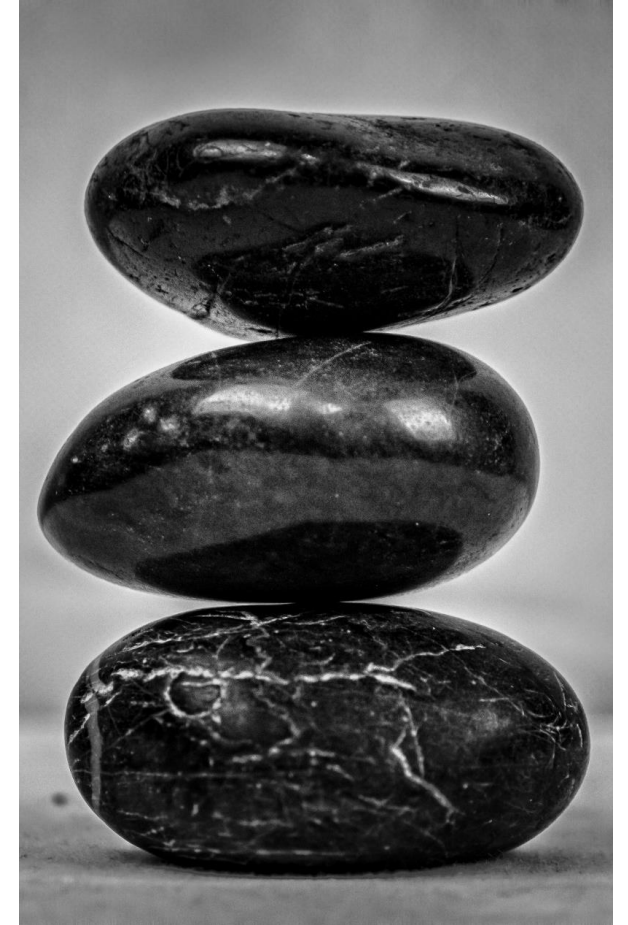
You become better at your job because you're better at life



A balanced life doesn't just benefit you; it also benefits the organization

American Psychological Association found that people with a healthy work-life balance are less likely to experience burnout and show higher levels of job satisfaction

"Journal of Vocational Behavior" suggests that employees with a good work-life balance are more committed to their job and less likely to quit



Example:



Of Sarah



Empowered lives.
Resilient nations.



Reflection

What steps are you taking to achieve work-life balance?

Please type any comments or questions into the chat box



Implementing Practical Strategies



Question

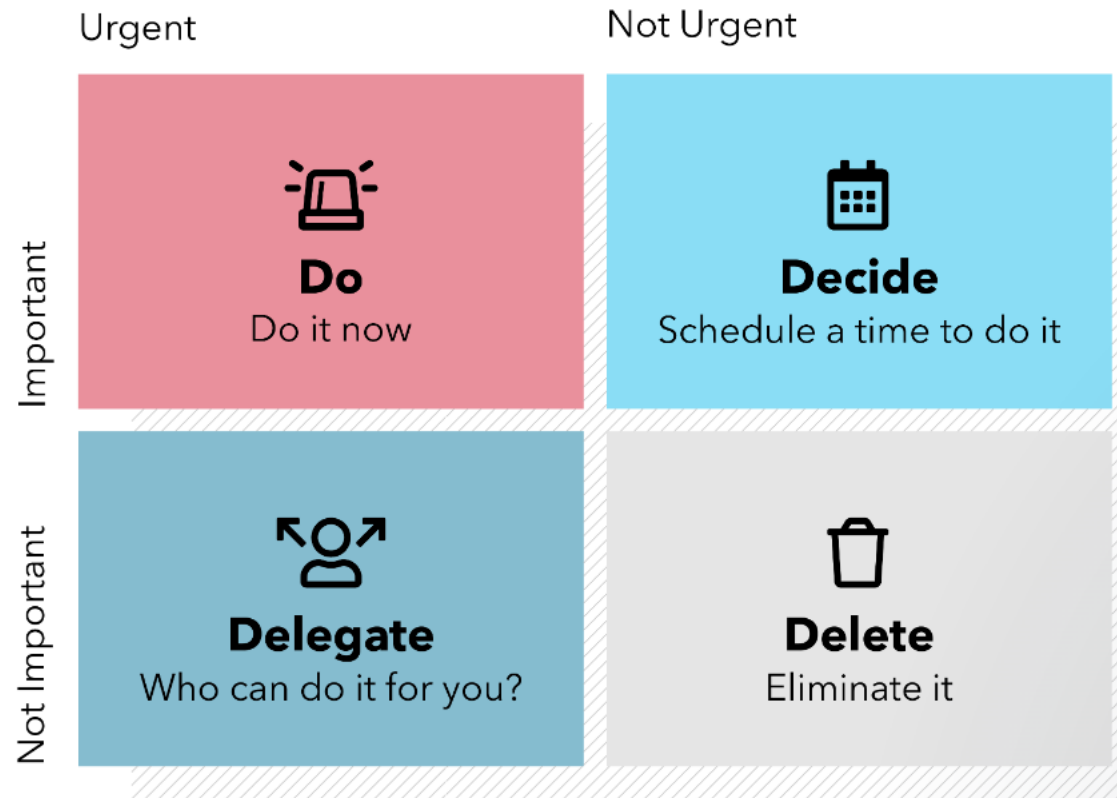
What strategies are you already using to balance work with life outside of work?

PLEASE TYPE YOUR ANSWERS INTO THE CHAT BOX



Manage time and priorities

Eisenhower Box



Set clear boundaries



Make it a team effort to respect personal time

Publicly set goals like not checking emails during family dinner or going for a midday jog



Learn the power of the “Positive No”

4 steps

OPEN – how can you demonstrate your understanding?

NO – how can you say no to the demand or behavior?


YES? – what constructive proposal can you offer?



YES! – how can you state your needs?

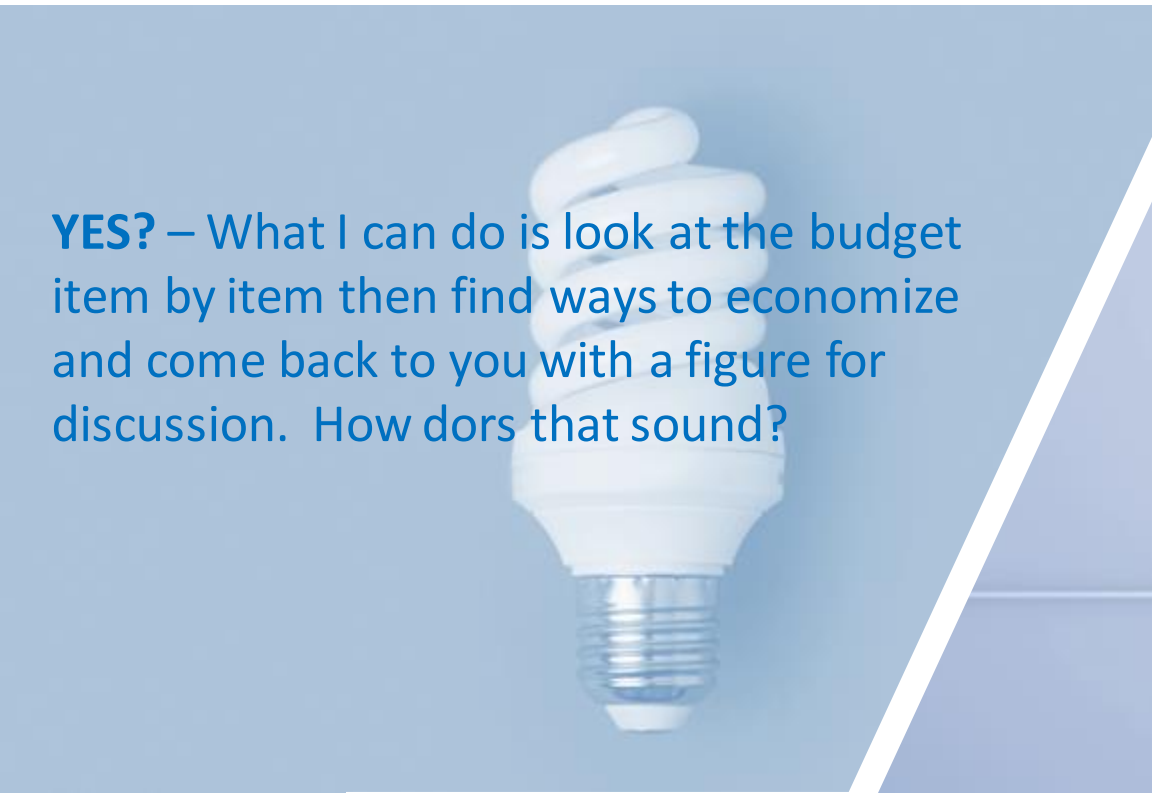


Positive No Example response to
budget cut request




OPEN – I can understand that you would like to cut the project budget to balance other financial needs

NO – We won't be able to achieve those goals if we cut the budget that much



YES? – What I can do is look at the budget item by item then find ways to economize and come back to you with a figure for discussion. How does that sound?



YES! – Achieving the goals we established for the project is important to my team. When it's done, we'll be more efficient and will have more time to devote to strategic priorities instead of 'putting out fires' all the time

A woman with long blonde hair, wearing a light-colored turtleneck sweater, is smiling and painting on a canvas mounted on an easel. She is holding a paintbrush in her right hand and a palette in her left. The background is a bright, blurred art studio with other people and easels. The entire image has a light blue overlay.

Recognize the most effective rest is active

Most effective rest is active, like exercise or engaging in hobbies



Balance periods of intensive, distraction-free work with intervals of rest

If your job permits, give yourself a break to engage in an activity that recharges you.

And if it doesn't, incorporate these principles into your downtime outside of work hours

A person in a black wetsuit is diving underwater. The image is overlaid with a semi-transparent blue filter. The text is centered over the image.

Engage in deep play

It's not enough to simply rest; the activities we engage in during downtime should be as compelling as our work



Make rest social

One of the best ways to ensure that you make time for rest is to do it with others



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Reflection

Which of these strategies would you like to try or do more of?

Please type any comments or questions into the chat box



Cultivating Sustainable Habits

Work-Life Balance vs. Work-Life Integration: What's the Difference?

Instead of juggling separate 'work' and 'life' spheres, integrate them into a unified whole

Integrating home, community, and well-being into your work life—and vice versa—can increase satisfaction and success across these domains (Harvard Business Review)



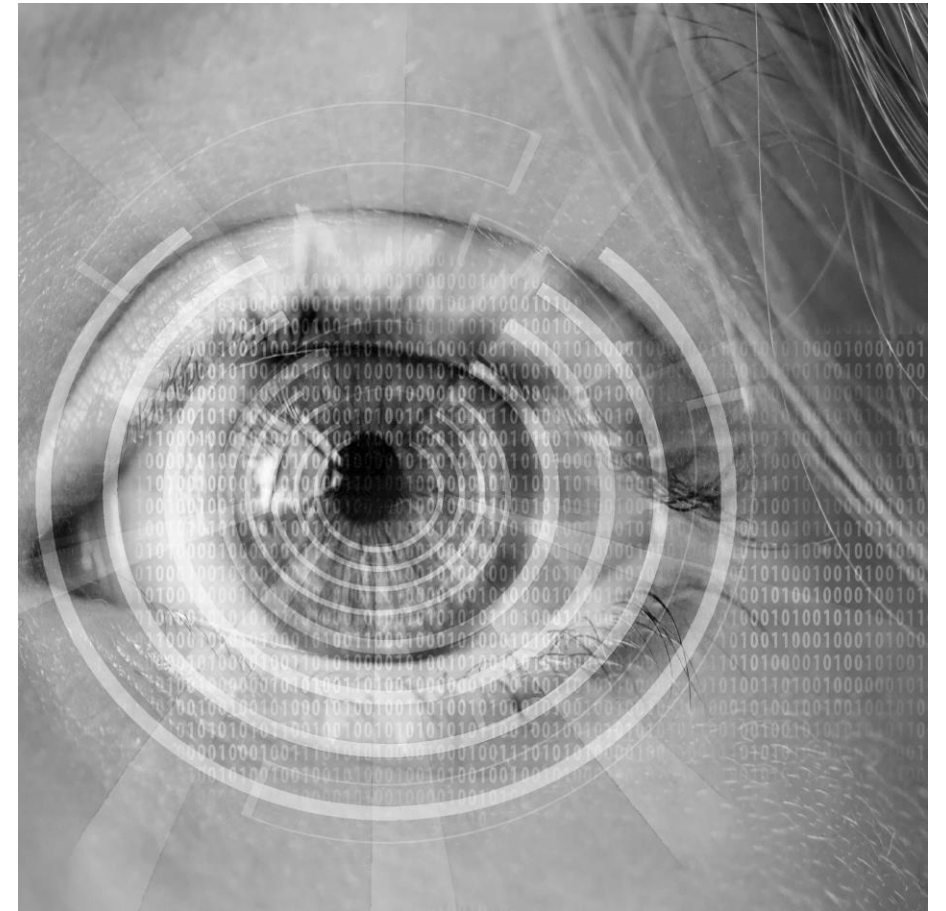
Self-Assessment: When and Where Are You Most Productive?

Understanding your peak productivity times and environments is crucial



Leverage Technology to Your Advantage

These tools are not just productivity boosters at work; they help us stay connected with friends and family too



Redefine productivity

Pareto Principle, 80% of your outputs
come from 20% of your inputs

Focus on that critical



The Role of Habit Formation in Work-Life Balance and Integration

A habit is a behavior or action regularly performed in specific situations, often without conscious thought

Good habits can pave the way for productivity, happiness, and balance, while bad habits can steer us towards stress, exhaustion, and imbalance



Importance of Consistency

Scientific studies suggest that it takes an average of 66 days to form a new habit

The key is to start small, be consistent, and then build up



Take Actionable Steps

Being pragmatic means converting your ideas and concerns into actionable steps that yield results



Involve Others

When you are accountable to someone else, the likelihood of sticking to your new habit increases significantly



Create a Personalized Action Plan

Be specific and realistic

Keep a record, note what challenges you faced, and find ways to overcome them

Make tweaks to your plan as needed





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Reflection



Please share a highlight for you from the session.

Either:

An insight, what have you learned?

Something that really stood out for you – a light bulb moment!

Please type any comments or questions into the chat box



What remaining questions do you have?

Thank You!



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For any further questions, reach out to us on:

E-mail: career.development@undp.org

Yammer: Career Development & Experience

Or visit our intranet page on:

<https://undp.sharepoint.com/teams/TalentDevelopmentHub>