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# Maintaining Healthy Work / Life Balance Wellness Workshop

*With Lisa Farley – Founder of Flurish Wellness*

# ABOUT ME



- ◆ Founder of Flurish Wellness
- ◆ Certified Integrative Nutrition Health Coach and in Positive Psychology & Registered Yoga Instructor, INHC, AADP, ERYT-200
- ◆ Specializes in Preventative Health, Longevity, & Well-Being
- ◆ Corporate Wellness Expert



# Flurish: Cultivate Well-Being

- ◆ Being Healthy & Active
- ◆ Feeling Happy and Content
- ◆ Coping with the Normal Stresses of Life
- ◆ Working Productively and Fruitfully
- ◆ Realizing Achievements & Abilities
- ◆ Mutually Balanced Giving Relationships
- ◆ Making a Contribution to Community



# Challenges

- ◆ Working Long Hours
- ◆ Irregular, Work, Personal & Eating Schedules
- ◆ Lack Of Energy & Focus
- ◆ Not Enough Time
- ◆ Not Sure Where to Start
- ◆ Information Overload



# Ways to Support You

- ◆ Create a Daily Schedule / Routine
- ◆ Integrating Regular Self Care
- ◆ Deep Breathing, Relaxation & Mindfulness Techniques
- ◆ Maintaining Good Sleep Hygiene
- ◆ Healthy Eating with Fresh Foods
- ◆ Incorporating Regular Movement
- ◆ Taking Breaks, Time Off & Unplugging



# Healthy Lifestyle Benefits

- ◆ Reduces Stress and Anxiety
- ◆ Increases Energy, Mental Alertness & Clarity
- ◆ Boosts Immune System, Overall Health, & Increase Longevity
- ◆ Improves Mood, Confidence, Team Unity and Satisfaction Within our Work and Home Environments





HEALTHY WORK / LIFE BALANCE

# Circle of Life Exercise

- ◆ This interactive exercise will give you a clear visual picture of where your life is thriving – and what areas could use a little more work.
- ◆ **How It Works:** Using the circle provided - place a dot within each section to mark how satisfied you are with that area of your life. A dot placed towards the center of the circle indicates dissatisfaction, while a dot placed towards the outside indicates happiness.
- ◆ Once you've placed a dot within each section connect the dots and see your Circle of Life.





# Strauss Zelnick: Becoming Ageless

- ◆ Strauss Zelnick is the CEO of Take Two Interactive, which is a multi-billion dollar public gaming company that has produced Grand Theft Auto, NBA2k, Civilization, among other blockbuster media properties. He's also the Chairman of Zelnick Media, which invests in a portfolio of media companies.
- ◆ Strauss actually has a life outside of work; he's the father of 3 kids and has been married for almost 30 years. He currently resides in New York City. Strauss has become a living legend not only for his business acumen (he was President of 20th Century Fox at just 28 years old), but his brutally intense training regimen that includes 10-12 workouts a week.





- ◆ Highly successful people measure themselves on seven key elements, Health, Family, Social, Financial, Business, Civic and Spiritual.
- ◆ They try to maintain a balance between these elements to live a healthy and fulfilling life.

# 7 Secrets of Successful People to Living a Balanced Life

# 1. Physical Health

- ◆ This is the only body you're going to get and it needs to carry you until the end of the game.
- ◆ That's why it's critical to continue to keep your body strong and healthy enough to enable you to do the things that excite you-whether that's traveling for business or visiting your grandkids.
- ◆ The key here is to be fit enough that you don't have to say "no" to anything you want to do.



## 2. Family

- ◆ How balanced do you feel with your family time?
- ◆ Family ties are the tightest relationships you should have in your life no matter how busy things get at work.
- ◆ Family members are truly part of your support network and you'll never miss them more when you're at your lowest point.



# 3. Social Network

- ◆ Do you have a robust network of friends or not? If not, it's time to start building these kinds of relationships.
- ◆ Having people around you that you like and trust is one of the best indicators of living a long life.
- ◆ If you are sacrificing relationships like these because you're working too hard, you're clearly not in balance.



# 4. Financial

- ◆ Are you on a path to accumulate enough wealth that you will be able to enjoy a comfortable retirement? Are your assets increasing over time-or have you neglected to make the time to tend your financial garden?
- ◆ The key to personal financial health is to feel in control and know that you have enough money to have options.
- ◆ If you're working too much, and you don't have the money you need, something is clearly missing in the equation.



# 5. Business

- ◆ Whether you are running your own business or climbing the corporate ladder, ask yourself how energized you are to go into work every day.
- ◆ Are you excited to be making a difference and making progress-or do you dread the monotony of your day-to-day drag? Or, if you own the business, how are things going: Are revenues and profits growing?
- ◆ It's worth measuring how all that time you are investing in your work is paying off.



## 6. Civic

- ◆ How much time are you able to invest in the things you care about in your community?
- ◆ Think of it as your attitude of gratitude. If you haven't made enough time to give back, you're missing out on a real emotional payback, because you are rewarded by the act of giving.
- ◆ And the key here isn't just signing checks—time and talent are the real gifts.





# 7. Spiritual & Gratitude Practice

- ◆ The final aspect of living a balanced life is your spiritual side.
- ◆ This is how we renew ourselves when we're down-and it's something that can be easily neglected.
- ◆ Make the time to rethink your connection to God, nature, or whatever. You'll feel refreshed and ready to tackle the world.





- ◆ These days, work-life balance can seem like an impossible feat. Technology makes workers accessible around the clock. Fears of job loss incentivize longer hours.

- ◆ The compounding stress from the never-ending workday is damaging. It can hurt relationships, health and overall happiness.

# 6 Tips for Better Work/Life Balance

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# 1. Let Go of Perfectionism

- ◆ The key to avoid burning out is to let go of perfectionism
- ◆ Perfectionism becomes out of reach, and if that habit is left unchecked, it can become destructive
- ◆ The healthier option is to strive not for perfection, but for excellence



# 6 Habits to Overcome Perfectionism

- ◆ 1. Go for good enough.
- ◆ 2. Realize that you hurt yourself and the people around you by buying into myths of perfection.
- ◆ 3. Accept that you are human and so is everyone else.
- ◆ 4. Compare yourself to yourself.
- ◆ 5. Do what you think is the right thing.
- ◆ 6. Shape an environment of human standards around you.



## 2. Unplug More

- ◆ Make quality time true quality time
- ◆ Don't text at your kid's soccer game and don't send work emails while you're hanging out with family
- ◆ There are times when you should just shut your phone off and enjoy the moment



# 3. Exercise and Meditate

- ◆ Exercise is an effective stress reducer
- ◆ It pumps feel-good endorphins through your body. It helps lift your mood and can even serve a one-two punch by also putting you in a meditative state
- ◆ Include self-care so that your body, mind and soul are being refreshed



# 4. Limit Time-Wasting Activities and People

- ◆ First, identify what and who's most important in your life
- ◆ Next, draw firm boundaries so you can devote quality time to these high-priority people and activities
- ◆ Determine what needs to be trimmed from the schedule



# 5. Change the Structure of Your Life

- ◆ What changes could make life easier?
- ◆ Instead of trying to do it all, focus on activities you specialize in and value most
- ◆ Delegating can be a win-win situation





# 6. Start Small, Build From There

- ◆ We've all been there: crash diets that fizzle out, New Year's resolutions we forget by February
- ◆ It's the same with work-life balance when we take on too much too quickly
- ◆ If you're trying to change a certain script in your life, start small and experience some success. Build from there



# 7. Create Goals – Simple Plan to Start

- ◆ Start With One Intention / Goal Per Month
- ◆ List Out 3-4 Steps You Will Need To Take To Reach Your Monthly Goal
- ◆ What Is Your Motivation/Reward To Continue
- ◆ Share Your Goals Out Loud

**W** **Wish**  
What is an important wish that you want to accomplish? Your wish should be challenging but possible.

**O** **Outcome**  
What would be the best result from accomplishing your wish? How will you feel?

**O** **Obstacle**  
What is the main obstacle inside you that might prevent you from accomplishing your wish?

**P** **Plan**  
What is an effective plan of action to tackle the obstacle? Make a when-then plan.

My wish \_\_\_\_\_

Best outcome \_\_\_\_\_

My obstacle \_\_\_\_\_

When \_\_\_\_\_  
Then I will \_\_\_\_\_



# Time Management & Slowing Down

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- ◆ We live in a time where we are constantly connected to each other, or can be in a matter of seconds.
- ◆ It's no wonder, then, that we place such a high priority on learning some time management for work-life balance.

# Stick With a Schedule

- ◆ Maintain a regular routine.
- ◆ Stay focused on your goals.
- ◆ Organize your workdays and plan ahead.
- ◆ Sticking to a schedule will help you to maintain productivity and morale.
- ◆ This also means separating your day into work and personal hours.
- ◆ Set boundaries for your off limits down time.



# Time Management

- ◆ Eliminate email overload 3x to 4x per day
- ◆ Projects first and staying focused
- ◆ Work with your energy levels
- ◆ Do not disturb mode
- ◆ Take regular breaks working in 60 to 90-minute intervals
- ◆ Daily to-do list





# Slow Down / Relaxation

- ◆ Stillness and Self-Reflection
- ◆ Mindful Meditation
- ◆ Gratitude and Prayer
- ◆ Reading
- ◆ Spend Time in Nature
- ◆ Savor the Moment
- ◆ Breathe
- ◆ Alone Time



# The Benefits of Slowing Down

- ◆ It has never been easier to connect with someone on the other side of the world, yet it's so easy to feel disconnected from the people closest to us.
- ◆ We have more tools than ever to simplify tasks and accomplish more things quickly, yet our to-do lists have never been longer.
- ◆ Life is short, and time flies, especially in today's fast-paced world.





# Next Steps

- ◆ What is the Easiest Next Step You Can Take to Support Better Balance in Your Life?
- ◆ What Is The Easiest Next Step You Can Take To Support Your Health?
- ◆ Focus On This Step Until It Feels Like A New Habit
- ◆ Pick A Next Step To Take



# Next Steps for Work / Life Balance

- ◆ Complete the Circle of Life Exercise
- ◆ Identify the 5 Rocks of Importance to Focus on in Your Life
- ◆ Identify the Time Wasters in Your Life During Your Work Day and Weekends that are Keeping You From Achieving Your Goals
- ◆ Focus on Integrating 1 New Goal per Month into Your Life
- ◆ Add the Activities and Tasks Into Your Daily & Weekly Schedules for Each Monthly Goal





**Physical Wellness:** The forefront of any wellness regimen and encompasses everything from physical activity level and the nutritional value of your diet to the quality of your sleep. Optimal physical wellness directly impacts the way you think and feel.



**Mental & Emotional Wellness:** Covers everything from mental health and self-esteem to intimacy and the healthy expression of emotions. As humans, we possess a complex set of emotions that equip us for connecting with others, living with a sense of morality, and acting as functional members of society.



**Spiritual Wellness:** Productive and healthy individuals seek meaning and purpose to nourish their lives. Spiritual wellness encompasses this idea, encouraging you to live by a guiding set of principles and belief systems that can help you approach life with a positive mind-set.



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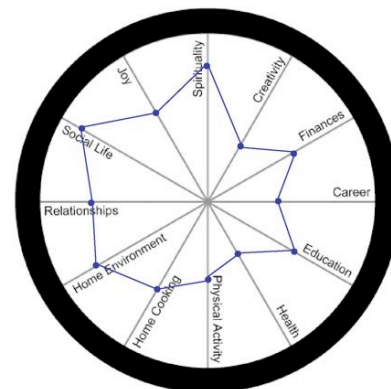
Discover which primary foods you are missing, and how to infuse joy and satisfaction into your life.



**Example**

**What does YOUR life look like?**

1. Place a dot on the line in each category to indicate how satisfied you are with each area. Place a dot at the center of the circle to indicate dissatisfaction or on the periphery to indicate satisfaction. Most people fall somewhere in between. (See Example)
2. Connect the dots to see your Circle of Life.
3. Identify imbalances. Determine where to spend more time and energy to create balance.



# Top 10 Tips to

# SLOW DOWN

It has never been easier to connect with someone on the other side of the world, yet it's so easy to feel disconnected from the people closest to us. We have more tools than ever to simplify tasks and accomplish more things quickly, yet our to-do lists have never been longer. Life is short, and time flies, especially in today's fast-paced world.

These exercises are meant to help you slow down, enjoy life, and focus on the most important parts of your day.



## 1. Take the time to prioritize daily objectives.

By focusing on the most important tasks to get done, we eliminate the hustle and stress of trying to accomplish everything at once.

**2. Cut personal Internet use by half.** Technology has become a major element in most of our lives. Social networking, email, and web surfing can occasionally cause our minds to lose focus and wander through hundreds of topics, thoughts, and ideas. Try to use half your designated Internet time to explore new hobbies, exercise, or meditate.

**3. Enjoy nature.** When time permits – take a five to 10 minute break to step outside and breathe in some fresh air. Disconnect from the rest of the world and concentrate on the beauty of nature.

**4. Eat slower.** A lot of us tend to speed through meals – missing the chance to appreciate different textures and flavors. Start to chew foods slower and distinguish new tastes, aromas, and consistencies.

**5. Connect with family and friends.** We all try to make a considerable amount of time to spend with close friends and family. We discuss life events and exchange stories – but how often do we catch up while truly listening and connecting? Put away the cell phones and steer clear of noisy environments. Connect on a deeper level.

**6. Make time for yourself.** When did you last spend valuable time with yourself? Take a night to find a new book, watch a favorite movie, try yoga, meditate, or cook a new recipe.

**7. Give yourself more time.** Some of us like to stick to a tight schedule and plan all our daily events. Next time you're jotting down new tasks in your planner, factor in a few extra minutes when estimating how long things will take. This will help you not rush through daily tasks.

**8. Take the scenic route.** Next time you're driving a somewhat long distance – take the scenic route. Driving through open fields, mountains, or viewing a city skyline can be very relaxing.

**9. Sit for a moment with your eyes closed when you start your computer.** Even just a few moments of meditation can set the tone for the rest of your day. Try to empty your mind and take deep breaths before jumping into your day's tasks.

**10. Remember your goals and aspirations.** Each morning when you wake up, take a few moments to think about your life goals and aspirations. Recall the milestones you've already made in your life, and your drive to achieve new ones. Try doing this for about five minutes before getting out of bed to start your day.

# WOOP Kit – Written WOOP Guide

*Before you start with the WOOP exercise, please be aware that WOOP is different from other exercises: it involves thoughts and images rather than rational or effortful thinking. It involves going slow, creating time and space for thinking and imagining.*

*It is critical that no interruptions occur during the exercise. Start the WOOP session when you feel calm and comfortable. This is your time now. Everything else has to wait. Clear your mind and create space to imagine.*

## Wish

Think about the next four weeks\*: What is the one dearest wish you would like to fulfil? Pick a wish that feels challenging to you but that you can reasonably fulfill within the next four weeks.

Note your Wish in 3-6 words: \_\_\_\_\_

\*You can also use another timeframe (e.g., 24 hours, 12 months or no timeframe)

# WOOP Kit – Written WOOP Guide

## Outcome

What would be the best thing, the best outcome about fulfilling your wish? How would fulfilling your wish make you feel?

Note your best Outcome in 3-6 words: \_\_\_\_\_



Now take a moment and imagine this best outcome. Imagine it as fully as you can.

Write your thoughts down:



# WOOP Kit – Written WOOP Guide

## Obstacle

What is it within you that holds you back from fulfilling your wish? What in you might stop you? It might be an emotion, an irrational belief, or a bad habit. Think more deeply - what is it really? Identify your main inner obstacle.

Note your main inner Obstacle in 3-6 words: \_\_\_\_\_



Now take a moment and imagine your main inner obstacle. Imagine it as fully as you can. Write your thoughts down:

# WOOP Kit – Written WOOP Guide

## Plan

What can you do to overcome your obstacle? Identify one effective action you can take or one effective thought you can think to overcome your obstacle.

Note your action or thought in 3-6 words: \_\_\_\_\_

Make the following Plan:

If... (obstacle you named), then I will ... (action or thought you named).

Fill in the blanks below:

If... \_\_\_\_\_, then I will... \_\_\_\_\_  
(your obstacle) (your action or thought to overcome obstacle)

Slowly repeat and imagine this if-then plan one more time.

# WOOP Kit – Written WOOP Guide

This was the four-step WOOP exercise. WOOP always works the same:

W	You first name a <b>wish</b> that is challenging, but feasible.
O	Then you find the very best <b>outcome</b> and imagine this outcome.
O	Then you find your main <b>obstacle</b> and imagine this obstacle.
P	Finally, you make a plan, an <b>if-then plan</b> of how to overcome the obstacle.

You can use WOOP for long-term as well as for short-term wishes.

You can use WOOP for small as well as for big wishes.

WOOP when you are stressed or when you feel uneasy.

WOOP helps you to sort things out.

WOOP every day! WOOP is a companion to guide you through everyday life and long-term development.

You may have some difficulties at the beginning. Be patient, the more often you WOOP, the better you will become in using WOOP and the more you will get engaged in life.

Practice WOOP as often as you can – play with it!

For further information refer to:

- [www.woopmylife.org](http://www.woopmylife.org)
- The book “Rethinking Positive Thinking: Inside the New Science of Motivation” that has been published by Penguin Random House, in October 2014 (paperback in November 2015).



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# Daily Tracker

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Sun

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