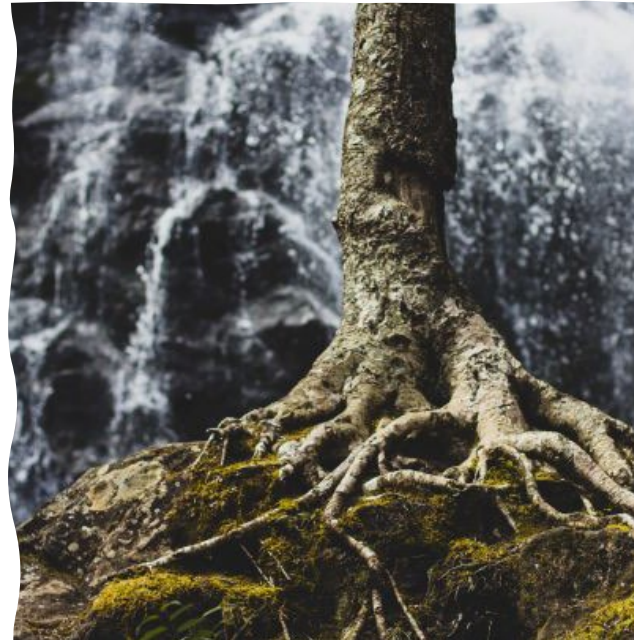




Work-Life Integration Strategies

Work-Life Integration Strategies

1. Self-Care
2. Boundaries
3. Resilience
4. Gratitude





1. Self-Care

- Fill Your Vessel
- Be Present
- Give Yourself a Break
- Manage Burnout



Fill Your Vessel

- Take care of yourself first
- Prioritize the basics



Be Present

- Aim to be present in everything you do



Give Yourself a Break

- Ask for help
- Create a break between work mind and home mind
- Take daily breaks



Manage Burnout

- Increase energy
- De-personalize appropriately
- Create sense of accomplishment



Self-Care Tools and Strategies

PAIR and SHARE EXERCISE:

- *What can you do to increase your self-care?*
- *What “life hacks” do you use that enhance self-care?*



2. Building Boundaries

- Communicate
- Create Space for Uninterrupted, Deep Work
- Decrease Stress Hormones



Communicate

- Share your needs, and how to bring your best self to work
- Get help when needed
- Advocate for yourself



Create Space for Uninterrupted Work

- Create both core hours and collaboration hours for work
- Use ruthless prioritization based on impact (focus on essentialism)



Decrease Stress Hormones

- Identify and optimize energy flow for focus and creativity
- Work around home needs as work-life harmony leads to increased wellbeing and productivity



Building Boundaries Tools and Strategies

PAIR and SHARE EXERCISE:

- *What can you do to build boundaries?*
- *What “life hacks” do you use that enhance building healthy boundaries?*



3. Building Resilience

- Practice Optimism
- Don't Personalize It
- Remember Comebacks
- Support Others



Practice Optimism

- Reframe
- See set-backs, not failures



Don't Personalize It

- Tell yourself it's not personal, pervasive, or permanent



Remember Comebacks

- Look back and know, you've gone through worse in the past
- Know you can deal with it
- Adversity creates bounce-back opportunities



Building Resilience Tools and Strategies

PAIR and SHARE EXERCISE:

- *What can you do to build resilience?*
- *What “life hacks” do you use that enhance building resilience?*



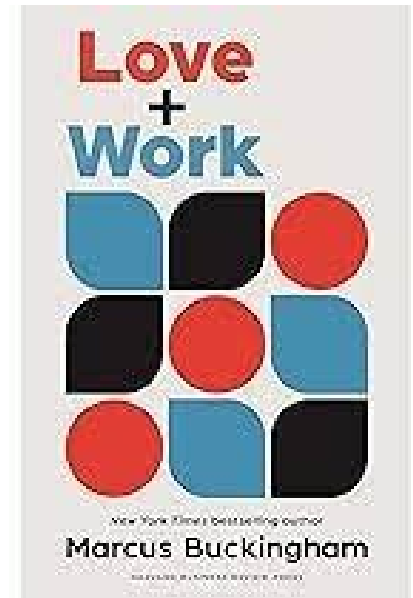
4. Gratitude

- Establish a mindset of gratitude
- “Spend a week in love with your job” and find the “red threads” (Marcus Buckingham)



Gratitude Mindset

- Establish a gratitude mindset





“Love Your Job”

- “Spend a week in love with your job”
- Find the “red threads”

(Based on Love + Work by Marcus Buckingham)



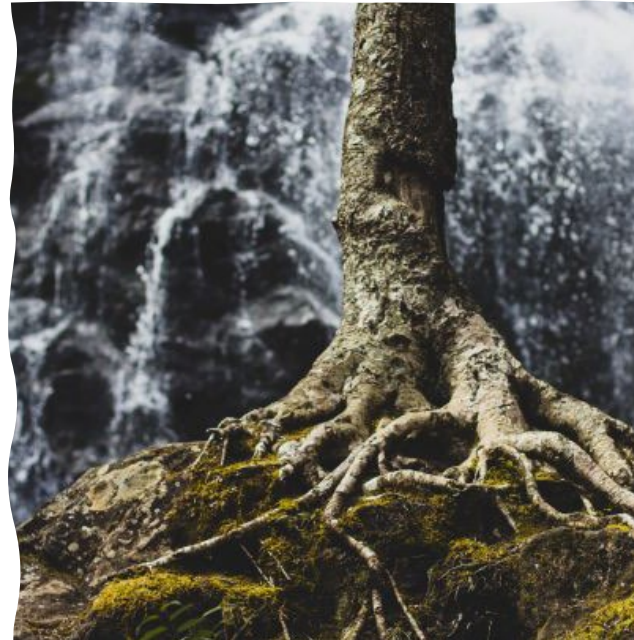
Gratitude Mindset Tools and Strategies

PAIR and SHARE EXERCISE:

- *What can you do to grow your gratitude mindset?*
- *What “life hacks” do you use that enhance your gratitude mindset?*

Pulling It All Together - Work-Life Integration Strategies

1. Self-Care
2. Boundaries
3. Resilience
4. Gratitude





How do we strategize work-life integration?

Work

- Work with Your body

Play

- Play to your Strengths

Calendar

- Calendar for Success

Banish

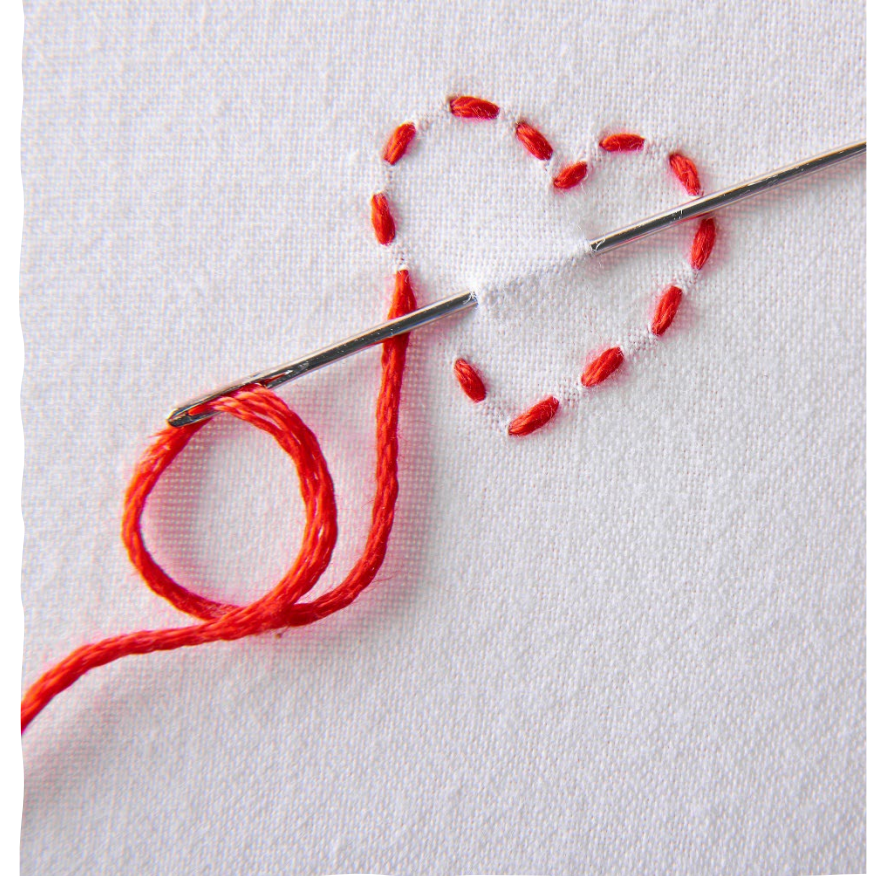
- Banish Multitasking

Strategize

- Strategize MITs, Focus Sprints and Batching

More Work-Life Integration Strategies

1. Establish a gratitude mindset each day
2. Prioritize a *be present* activity each day
3. *Schedule* short-term daily or longer (vacation days) breaks
4. Practice/explore *Essentialism* to manage workload
5. Create intentional space for uninterrupted work to find *flow*
6. Explore/Identify your strengths
7. Initiate (Most Important Things (MTIs))
8. Take control of emails by batching
9. Find your “Red Threads” of work and incorporate them into your Life Tapestry (Marcus Buckingham)
10. Take advantage of your campus work-life programs and resources



Resources



[How to Structure Your Day to Feel Less Stressed](#) GGSC

[Work Burnout: How to Spot the Symptoms](#) NYT

[This Year, Try Spring Cleaning your Brain](#) NYT

[Spend A Week In Love with Your Job](#) 5-min
Marcus Buckingham

[The Three Steps of Essentialism](#), How to Achieve More by Doing Less according to author Greg McKeown Forbes

[Life Between Clocks, daily temporal patterns of human chronotypes](#) NIH, National Library of Medicine

[A Grateful Day with Brother David Steindl-Rast](#), Video from gratefulness.org



Thank You!

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