

"Don't confuse having a career with having a life." Hillary Rodham Clinton

Introduction

Covid 19 has significantly impacted how we work today. For the majority of us, the transition to remote work has been relatively smooth, made easy by high speed internet, smartphones, and video-based conferencing. Nevertheless, these technologies have created more permeable boundaries between work and family roles. When boundaries get blurred, it is common to experience a feeling of "overwhelm" and neglect the things in life we value.

Objectives

This half day interactive workshop is divided into three sections.

1. Minimalism/Essentialism – to examine and re-establish clarity on core values. (Why do I do what I do?)
2. Exercises on setting healthy Work-Life Boundaries (environmental and relational).
3. Boxing techniques on Google Calendar for more efficient time and priority management.



Content

- Revisiting our Core Values and the creation of a priorities list
- Understanding "Integrator" and "Segmentator" work behaviors and their impact on daily life boundaries.
- Explore in depth the Four Rules for Setting Healthy Work-Life Boundaries.
- Create Work and Communication Agreements with team and household members.
- Develop the Time Boxing method to replace the "To Do" list and bring balance to the workday and workweek.