

Work Life Microlearning ^[1]

Microlearning

Objectives

By the end of this course, learners will be able to:

- List best practices for creating a healthy work-life balance
- Evaluate areas of strengths and weakness in their current work-life balance
- Identify three strategies for improving their work-life balance

Self Assessment

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
1. I consistently have a restful sleep for 7-8 hours a night.				
2. I generally have a low stress level.				
3. I am usually in a good mood.				
4. I eat nutritious meals..				
5. I consistently exercise at least 5 days per week.				
6. I regularly visit the doctor to have my health evaluated.				
7. I do not smoke.				

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
8. I regularly engage in activities I enjoy.				
9. I believe that I have strong coping skills.				
10. I avoid risky behaviors.				

Use this self-assessment to determine your strengths and areas for improvement in work-life balance. You will use this information in the Plan for Application.

Content

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Summary

You can take the following steps to achieve a better work-life balance:

- Pursue a passion
- Anticipate and manage stressful situations, such as a heavy workload
- Seek support when needed such as help with tasks, counseling services, doctor visits, or a meal-planning program
- Maintain healthy friendships
- Take care of your body by eating nutritious meals, engaging in exercise that you enjoy, and avoiding toxins
- Regularly unplug from technology
- Find a way to manage stress, such as yoga, meditation, walking, or taking time to yourself
- Create a plan to efficiently manage your responsibilities

Plan for Application

Given what you've learned, consider the following questions:

- Based on your self-assessment, in which areas of work-life balance are you the strongest? How can you continue to maintain and build on these strengths?
- Based on your self-assessment, in which areas of work-life balance do you need to improve? From the content in this course, what strategies have you learned that can help you improve in these areas?
- What three steps will you take in the next week to improve your work-life balance?

Additional Resources

- [Forbes: Secrets to achieving work life balance](#) [2]
- [Nigel Marsh TED Talk: How to make work like balance work](#) [3]
- [Mental Health America: Work life balance](#) [4]
- [HBR: How to make room in your work life for the rest of your life](#) [5]

Groups audience:

Employee Services

Source URL: <https://www.cu.edu/employee-services/career-advancement-learning/learning/learning-guides/work-life-microlearning>

Links

[1] <https://www.cu.edu/employee-services/career-advancement-learning/learning/learning-guides/work-life-microlearning>

[2] <https://www.forbes.com/sites/ashleystahl/2017/03/30/5-secrets-to-achieving-work-life-balance/#bdd61b43bba9>

[3] https://www.ted.com/talks/nigel_marshall_how_to_make_work_life_balance_work?language=en

[4] <http://www.mentalhealthamerica.net/work-life-balance>

[5] <https://hbr.org/2018/05/how-to-make-room-in-your-work-life-for-the-rest-of-your-self>