

Work Life Balance Lessons

LESSON	PREVAILING BEHAVIORS	DESIRED BEHAVIOR
<i>Breathing Lessons</i>	<input type="checkbox"/> Shallow breathing <input type="checkbox"/> Hyperventilating <input type="checkbox"/> Shoulder or clavicle breathing <input type="checkbox"/> Being out of breath	<input type="checkbox"/> Diaphragmatic breathing <input type="checkbox"/> Learning to stay calm <input type="checkbox"/> Deep breathing <input type="checkbox"/> Practicing the pregnant pause
<i>Digestion Lessons</i>	<input type="checkbox"/> Gulping down food <input type="checkbox"/> Consuming overly large portions <input type="checkbox"/> Eating and running <input type="checkbox"/> Eating while working	<input type="checkbox"/> Eating at a leisurely pace <input type="checkbox"/> Taking time to digest <input type="checkbox"/> Holding a regular meal schedule <input type="checkbox"/> Finishing food before working
<i>Nutrition Lessons</i>	<input type="checkbox"/> Eating junk food <input type="checkbox"/> Loading up on fats, sugar, and salt <input type="checkbox"/> Missing meals <input type="checkbox"/> Not consuming balanced meals	<input type="checkbox"/> Eating healthy food <input type="checkbox"/> Staying hydrated <input type="checkbox"/> Eating regularly <input type="checkbox"/> Ingesting greens, beans, berries... daily
<i>Pacing Lessons</i>	<input type="checkbox"/> Seeking to finish everything at once <input type="checkbox"/> Underestimating time constraints <input type="checkbox"/> Rushing to meet a deadline <input type="checkbox"/> Wasting time on insignificant tasks	<input type="checkbox"/> Setting small, reachable goals <input type="checkbox"/> Devising a realistic schedule <input type="checkbox"/> Budgeting ample time <input type="checkbox"/> Tackling important items first
<i>Pausing Lessons</i>	<input type="checkbox"/> Never taking time off <input type="checkbox"/> Never taking breaks between tasks <input type="checkbox"/> Plowing through project after project <input type="checkbox"/> Rushing into tasks	<input type="checkbox"/> Catching yourself doing things right <input type="checkbox"/> Pausing after a completion <input type="checkbox"/> Acknowledging your achievements <input type="checkbox"/> Strategizing first
<i>Leisure Lessons</i>	<input type="checkbox"/> Pursuing too many hobbies <input type="checkbox"/> Watching television <input type="checkbox"/> Feeling guilty about leisure time <input type="checkbox"/> Daydreaming excessively at work	<input type="checkbox"/> Participating in a few rewarding hobbies <input type="checkbox"/> Enjoying other stimulating activities <input type="checkbox"/> Letting go of concerns <input type="checkbox"/> Focusing on work at work
<i>Quiet Lessons</i>	<input type="checkbox"/> Confronting constant noise <input type="checkbox"/> Engaging in constant small talk <input type="checkbox"/> Keeping a radio or TV on all the time <input type="checkbox"/> Babbling on unnecessarily	<input type="checkbox"/> Finding quiet places to work and think <input type="checkbox"/> Speaking at appropriate/desirable times <input type="checkbox"/> Turning the TV or radio off <input type="checkbox"/> Acknowledging that silence is golden
<i>Sleeping Lessons</i>	<input type="checkbox"/> Staying up too late <input type="checkbox"/> Waking up too late <input type="checkbox"/> Dozing off at work <input type="checkbox"/> Creating a poor sleep environment	<input type="checkbox"/> Going to bed early <input type="checkbox"/> Waking up early <input type="checkbox"/> Taking short naps at proper times <input type="checkbox"/> Creating a clean, quiet sleep area
<i>Reflection Lessons</i>	<input type="checkbox"/> Despairing at small setbacks <input type="checkbox"/> Overlooking small achievements <input type="checkbox"/> Not taking time to reflect <input type="checkbox"/> Taking brief, private reflections	<input type="checkbox"/> Viewing failure as a path to success <input type="checkbox"/> Rewarding completions <input type="checkbox"/> Pausing to reflect <input type="checkbox"/> Connecting with a partner