

WELCOME! We will begin at noon.

# THE LINKS OF LIFE

**Interactive Poll**

**[Pollev.com/home](https://pollev.com/home)  
username: employeewell194**



WORKPLACE WELLNESS  
MEMBERSHIP

POWERED BY  
EMPLOYEE WELLNESS  
SOLUTIONS NETWORK

# TODAY'S FOCUS...



- Understanding how to balance obligations and pleasures
- Recognize the power of your thoughts and motivations
- Learn how to manage procrastination and toxic positivity
- Understand how to maximize actions to achieve the life you want



## **FINDING BALANCE**

- Blurred boundaries – LOTS to do
- Balancing what we have to do and what we love to do is **ESSENTIAL** to our:
  - Physical and mental well-being
  - Professional success
  - Productivity
  - Personal happiness
  - Fulfillment

A man in a dark suit is shown in profile, working at a desk in a dimly lit office at night. He is looking down at a document on his desk, holding a pen. A computer keyboard is visible in front of him. A white coffee cup sits on the desk to the left. The background shows a window with a view of city lights and a desk lamp. The entire scene is framed by a white border with a torn-paper effect on the right side.

**WORKING MORE MEANS WE GET  
MORE DONE! RIGHT?**

In fact, working more than

**49 HOURS PER WEEK**

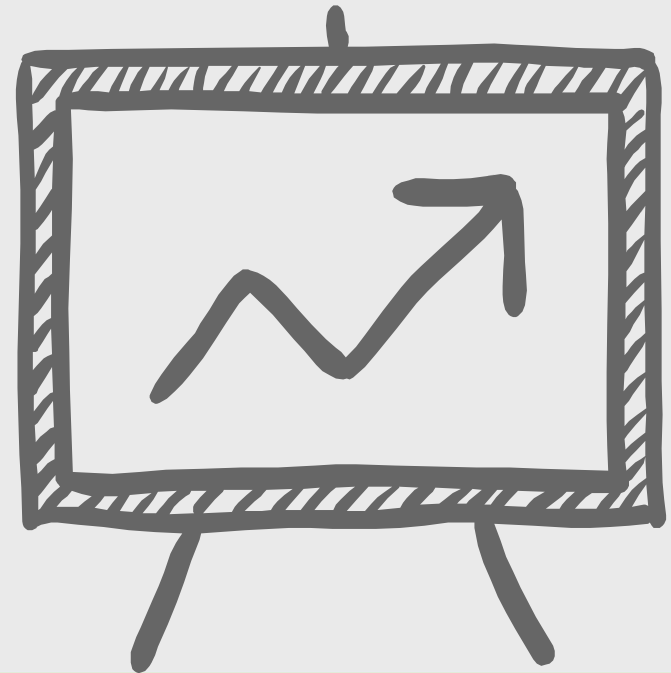
Has a negative  
impact on our  
productivity!



Research shows that those who work  
**55 HOURS PER WEEK**  
compared to 35 to 40 hours

Have a 13% greater  
risk of heart attack

Are 33% more likely to  
suffer a stroke



## THE WORK-LIFE BALANCE CYCLE

Reach a healthier balance by increasing awareness and implementing changes.

Balance is not a one-time activity. It's a cycle of continuous re-evaluation and improvement.



Not a one-time activity!

On-going cycle of re-evaluation and improvement

## TIPS AND TECHNIQUES FOR BALANCE



Journal to assess how you spend your days



Unplug from technology



Organize and prioritize how you spend your time



Reduce time-wasting activities



Identify your balancing activities



Prioritize your health





## My Priority Guide



I MUST DO

- .
- .
- .

I SHOULD DO

- .
- .
- .

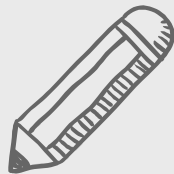
I'D LIKE TO DO

- .
- .
- .

Not a one-time activity!

On-going cycle of re-evaluation and improvement

## TIPS AND TECHNIQUES FOR BALANCE



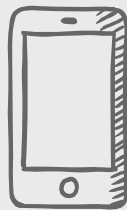
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Prioritize your health

## HOW do you know if you've found balance?



1. When I've done everything I have to do, do I have time and energy to do the things I want to do?
2. Can I do something without worrying about another task or feeling guilty that I'm not doing something else?



What do you do for self-care?

## INTERACTIVE POLL

What are some of your favorite INTENTIONAL self-care activities?

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*be good to yourself*

How often are you good to yourself?

## **INTERACTIVE POLL**

How often do you make time for yourself?

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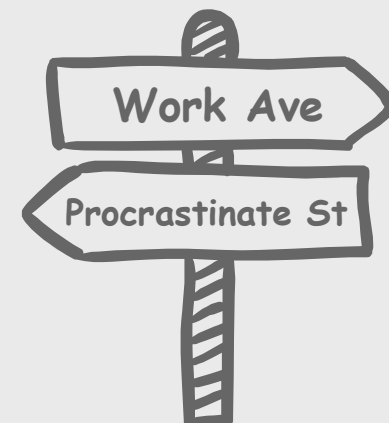
## DEALING WITH PROCRASTINATION

We all procrastinate from time to time, but **chronic procrastination** can become a problem



## WHY DO WE DO IT?

- We lack strong decision-making skills which keeps us from *doing*
- We are overwhelmed by a task and choose to do something we're more comfortable with
- We focus on tasks we like more and neglect what we find challenging or boring
- We don't distinguish between *urgent* tasks and *important* tasks



# HOW TO OVERCOME PROCRASTINATION AND GET THINGS DONE!





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Look for clues  
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Understand why a task is on your list and what you gain by doing it

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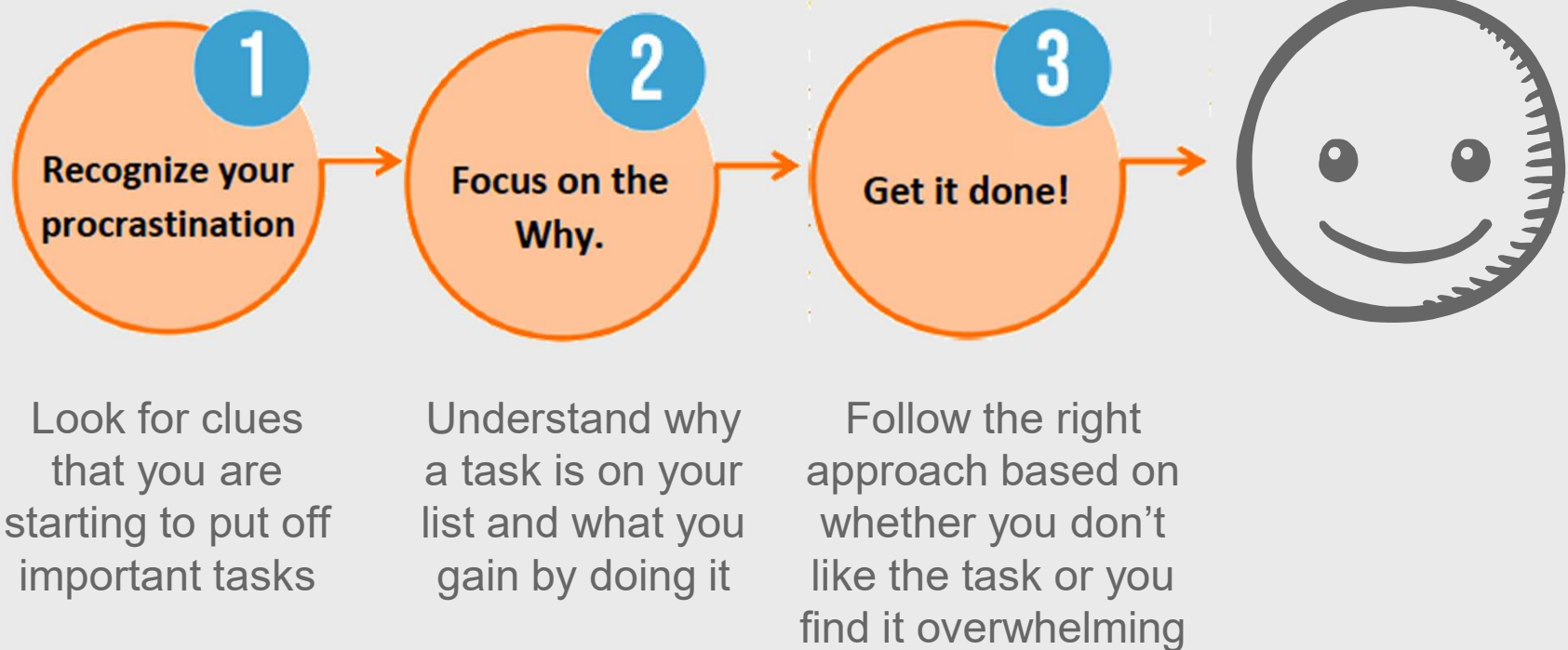


Look for clues that you are starting to put off important tasks

Understand why a task is on your list and what you gain by doing it

Follow the right approach based on whether you don't like the task or you find it overwhelming

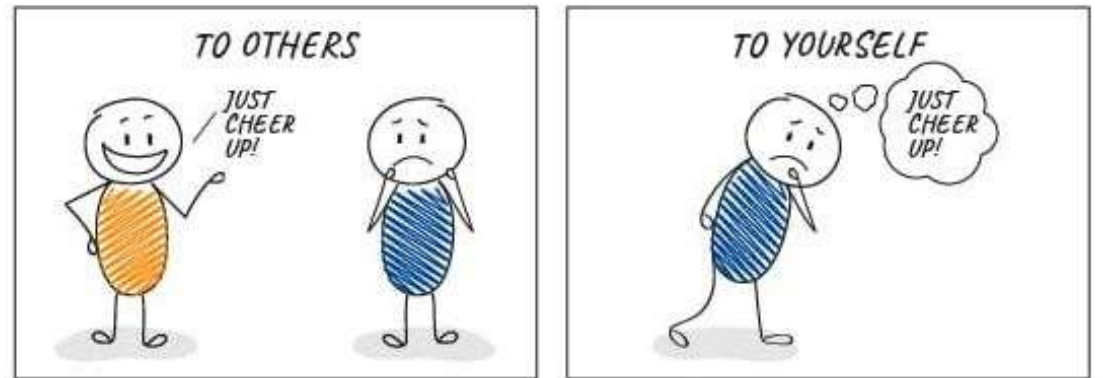
# HOW TO OVERCOME PROCRASTINATION AND GET THINGS DONE!



## THE DANGER OF TOXIC POSITIVITY

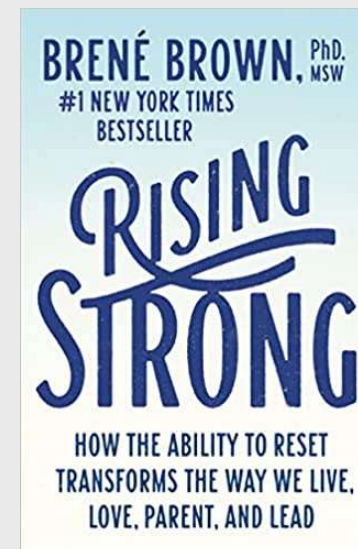
**Toxic Positivity** is the practice of consciously pushing yourself to think positive, happy thoughts to minimize genuine pain, sadness, or fear

### *2 Types of Toxic Positivity*



## WHY INAUTHENTIC HAPPINESS IS DANGEROUS

- It can harm personal and professional relationships
- It can make you more unhappy
- It can lead to burnout
- Suppressed negative feelings can build up – they will eventually find a way out



# HOW TO OVERCOME TOXIC POSITIVITY

## DON'T BE AN EXPERT

People aren't always looking for opinions or advice. Sometimes it's best just to listen.

1

## PAUSE

Think before you speak. Stop the optimistic autopilot and fully understand the situation before responding.

2

Studies show those who have meaning in their lives are happier and healthier.

## FOCUS ON MEANING

4

Social media is a main source of toxic positivity.

## DO A DIGITAL DETOX

3

## TOXIC POSITIVITY LOOKS LIKE



## EMOTIONAL SUPPORT LOOKS LIKE



INSTEAD OF SAYING... ✗	SAY... ✓
"It will all work out."	"How can I help you?"
"Just keep smiling."	"It's ok to be upset. You're human."
"It could be worse."	"This is tough. Can I do anything?"
"Don't be so negative."	"It must be hard. Tell me about it."
"Everything happens for a reason."	"It's ok to feel bad sometimes."
"Look on the bright side!"	This must be difficult. I'm thinking of you."
"Failure is not an option."	"Failure is part of growth."





## MAXIMIZING OUR ACTIONS

How we approach our day-to-day lives can make all the difference.

So what can we do to maximize our lives?

- Practice gratitude
- Be more mindful
- Set meaningful goals

## GRATITUDE IS POWERFUL

Practicing gratitude has been shown to **rewire the brain** with a more positive, consistent mindset, leading to improved physical and mental health

- Don't focus on what you don't have
- Make a daily list of what you're grateful for
- Appreciate the opportunities that come with life's challenges
- Say thank you more often
- Try brain-dumping!

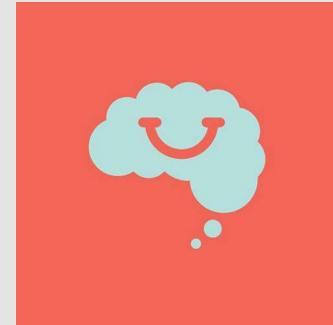




Calm



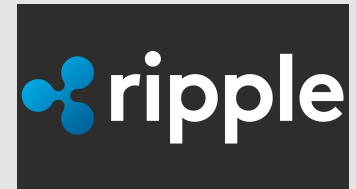
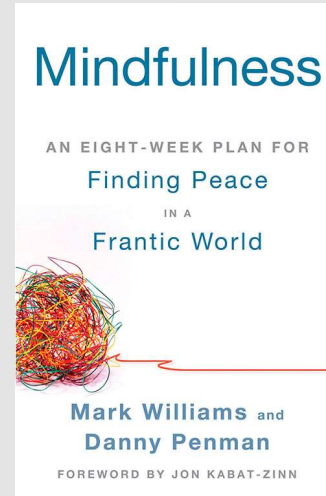
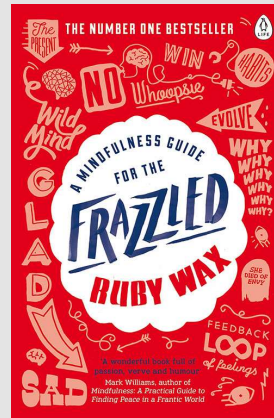
TEN PERCENT HAPPIER



Smiling Mind

Insight Timer

unplug meditation



A woman with dark hair and a nose ring is shown from the chest up, wearing a bright red V-neck t-shirt. She has her eyes closed and a calm expression, suggesting she is meditating or practicing mindfulness. The background is a blurred indoor setting with light-colored walls. The image is framed by a white border with a torn-paper effect on the right side. The text "HOW CAN YOU BE MORE MINDFUL?" is overlaid in white, bold, uppercase letters across the lower portion of the image.

**HOW CAN YOU BE MORE MINDFUL?**

## SIMPLE THINGS MINDFUL PEOPLE DO



They don't multitask.



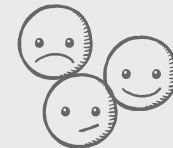
They forgive mistakes and accept imperfection.



They practice gratitude.



They make time for quiet reflection.



They express and accept their feelings.



They nourish and move their bodies.



They laugh at themselves.



They pause before reacting.



They practice being curious.



They embrace opportunity.

## MEANINGFUL GOALS GET RESULTS

Goals helps us create positive change and healthier habits

- Provide us a sense of control
- Help us gain clarity in our vision
- Offer a source of accountability
- Increase motivation
- Let us feel pride and accomplishment



## WHY SET VALUE-BASED GOALS?

- Goals may change, but values are consistent
- Values help identify what's *important* to you
- Values drive and motivate us in a positive direction
- They provide a reference point for what you want from life





# SUPPORT GOAL-SETTING WITH VISUALIZATION

- Create strong mental images of what you want to achieve
- “Seeing” your future success builds confidence
- Create a vision board to see what you want to achieve



## REFLECTING ON BEING MORE MINDFUL....

What is one thing you are most proud of, TODAY?

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*Thank  
You!*

