

VALUES AWARENESS WORKSHEET

Work and Personal Life: The Balancing Act

Values can influence our approach to work/life balance. Use this worksheet to identify how you live out your values of accomplishment, fulfillment and enjoyment – keeping in mind the relationships, activities, and goals that are most important to you.

Write at least two things under each value category.

What gives you a sense of accomplishment?

What makes you feel fulfilled?

What do you enjoy?

Order the values you identified above by priority – which ones do you consider the most important?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Now, estimate the percentage of your time you spend on each:

Does the way you spend your time match up with your priorities? If not, how can you change that?

Together, all the way.®



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BALANCING STRATEGIES

Work and Personal Life: The Balancing Act

There are many ways to help us balance our lives in a way that works for us. Below are some ideas for putting the balancing strategies we've discussed in this seminar into practice. Mark the strategies you'd like to try, and pay special attention to the ways in which your electronic devices can assist you.

Organize

At work:

- ☐ Make a to-do list, and order it by priority.
- ☐ Break down big projects by listing each task in a sequence. This will help you estimate the time it will take to complete the project, and helps you plan ahead with more confidence.
- ☐ Schedule tasks on your to-do list into your calendar, and only focus on that task for the allotted time.
- ☐ Make your to-do list for the next day before you leave for the day. Arrive at work and be ready to tackle your first task!
- ☐ Organize your work space so you can find frequently used items quickly.
- ☐ Replace items in their correct spot when you're done.
- ☐ Try to recycle unneeded papers as you receive them to avoid accumulated piles of paper at your desk.

At home:

- ☐ Make home organization a family affair; give each family member a room to organize.
- ☐ Declutter by making three piles: items to be thrown away, items to be donated or give away, and items to keep.
- ☐ Organize one room at a time, and reward yourself when you're done!
- ☐ If you're unsure if you should keep an item, put it in a box and put the date on it. If a year goes by and you haven't opened it, there's a great chance you can toss it, recycle it, or give it away.



App Alerts

Technology can work in your favor. Try out these app ideas, or browse the internet for other ideas!



Cozi Family Organizer

<http://www.cozi.com>

Sync your schedule with those of your family members to keep all of your events straight. Keep shopping lists that everyone can edit, and send reminders.

Any.do

<https://www.any.do>

Keep to-do list, calendar, and schedule all in one place. Get reminders and assign tasks to others.

Other ideas?

Prioritize

- ❑ To determine priorities among your task lists, try organizing them by the following:
 - > Importance – Does the task contribute to a larger project or goal? Try to put importance of the task before urgency.
 - > Timeline – When does the task need to be done? Organize tasks by deadline, starting with what is due the soonest.
 - > Duration – Taking time to estimate the duration of a task allows you to plan your day more realistically.
- ❑ If you're given several important tasks or projects at work that are important to complete, ask for direction from your supervisor as to which tasks are the most important to complete first.
- ❑ Do important tasks when you are most productive. If you're a morning person, schedule important tasks for that time.
- ❑ If a task continues to get bumped to the next day, evaluate whether it's something you *need* to do, or if it can be removed or delegated to someone else.
- ❑ Say "no" when you need to; no excuses needed! Keeping your "no" simple, brief, and to the point. Don't worry about seeming rude or aggressive – you are simply being assertive about your priorities!



Focus Booster

www.focusboosterapp.com

Set time intervals to work on tasks from your to-do lists, with a timer to remind you when it's time for a break.

Todoist

<https://todoist.com>

Create, organize and prioritize your to-do list. Get location-based reminders as you're out and about.

Set boundaries

- ❑ Schedule family and home activities on your calendar, just like you do with work tasks. Plan *around* them instead of sacrificing them for other tasks.
- ❑ Make a boundary ritual – something you do every time you return home from work, or vice versa, to help keep work and personal life distinct. Think Mr. Rogers, who always changed into his cardigan and slippers when he came home.
- ❑ If you find that your electronic devices are taking up your work or personal time, try to set limits on your usage by putting your phone or device in a locked drawer, or setting it across the room so it's not within easy access.



Space

<https://findyourphonelifebalance.com/>

Monitors how much time you spend on your smartphone or in a certain app and alerts you when it's time to put it down. Set goals and track progress to manage habits.

Way of Life

<http://wayoflifeapp.com>

Helps you break bad habits and develop new ones. This app tracks how much time you've spend doing things you value.

Other ideas?

Share responsibilities

- ❑ Sharing household duties children helps instill a sense of responsibility and shared success. Divide up household duties between family members, and keep a to-do list and/or schedule in a visible place in your home.
- ❑ Be open to new ways approaches. Others may not do the tasks as you would, but you might learn a better way of doing them!
- ❑ Switch up responsibilities from time to time. If your spouse typically does the yard work and you clean the house, consider rotating the responsibilities so you aren't stuck with the same duty every week.
- ❑ Ask for help when you need it. At work or at home, the people around you may not realize you need help unless you tell them. If you're feeling overwhelmed, decide what you can delegate to someone else and reach out for some assistance.



Chore Pad

<https://chorepad.com/>

Make chores fun! This app allows you to create chore lists and have kids earn rewards for completing chores successfully.

TaskRabbit

<https://www.taskrabbit.com>

Get some help for your tasks. Just describe the task and get matched with qualified professionals in your area.

Make time to unwind

- ❑ Take breaks during the day, or during a long task. Even 15 minutes can help you feel refreshed!
- ❑ Watch a funny video on your break, or browse a favorite web site, if permitted at your workplace.
- ❑ Plan at least one physical activity during the day – even if it's just a short walk around the block.
- ❑ Make lunch plans with a friend or coworker – or even just send a text message or a phone call to say hello.
- ❑ Read up on your next vacation destination!



Stop, Breathe & Think

<https://www.stopbreathethink.com>

Soothing sound effects, meditation exercises, and a tracker for your mood and progress.

7 Minute Workout

<https://7minuteworkout.jnj.com>

Don't have much time to fit in a workout? No problem – get your heart pumping in just 7 minutes with this app.

Other ideas?

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BREATHE

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Breathing slowly and rhythmically makes your body feel like it does when you are relaxed. This sends a message to your brain to calm down. Focusing on your breathing can also reduce your sense of stress by clearing your mind of negative thoughts.

Belly breathing

- › Find a relaxed, comfortable position. Keep your back straight, but not tight. Put a hand on your belly just below your ribs and the other on your chest.
- › Take a slow, deep breath in through your nose, and let your belly push your hand out as the muscles relax. Your chest should not move.
- › Hold that breath for a moment, then breathe out through pursed lips as if you were whistling. Straighten your back. Let belly muscles tighten. Feel the hand on your belly go in.
- › Take your time with each breath. Try to increase each in and out breath. Notice where you feel your breath in your body – chest, abdomen, nostrils.
- › Your mind may wander. That's OK. Just notice the wandering and gently redirect your attention back to your breathing.
- › Do this 5 to 10 times.

Breathing meditation

- › Relax. Allow the body and mind to settle. Do what helps you become comfortable. Create a stable base for yourself. Gently allow eyes to close.
- › Take a few complete, deep breaths, in and out. Then trust the breath to continue on its own.
- › Notice where your breath is most obvious in the body. It may be the movement of your belly or chest or a sensation beneath your nostrils.
- › As you breathe in, focus on connecting with things as they are. As you breathe out, focus on accepting and/or releasing.

Square breathing

- › Find a comfortable position. Take several slow natural breaths. Close your eyes and picture a square. Choose one corner to be your starting point.
- › Count slowly to four as you inhale through your nose. Picturing your breath moving up one side of the square. You can also trace an outline of a square with your finger.
- › Then count slowly to four as you hold your breath and visualize moving across the next side.
- › Then move down next side; count slowly to four while exhaling.
- › Then hold without breathing in or out for a count of four on the last side.
- › Repeat 2 to 4 times.

