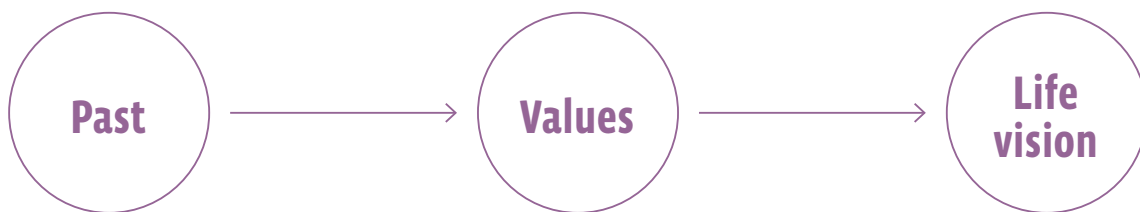


The Work Life Balance self-assessment / self-development module

The Work Life Balance self-assessment/self-development module is composed of three topics: **past**, **values**, and **life vision**.



is focused on **naming your resources and key moments** in your life that can support you in the future. The point is to be aware of what you have already achieved and how it can manifest itself in the next part of your life.

offer a **reflection on the personal and working plan**, what principles are important to you and what really motivates you.

allows you to **look into the future and clarify the direction** in which you would like to lead your life.

Each area offers a series of activities to help you map a topic. The amount of time you should spend on each exercise is indicated. Individual activities do not require preparation in advance. You can either choose only partial activities, or you can go through the whole module.

Each theme is complemented by inspirational videos and publication tips if you would like to devote more attention to the area or it simply takes your interest.

2. Values

Values form the basic structure on which you build your life. They mostly consist of immaterial things that add meaning and purpose to our actions.

A value is something we carry with us. It directs how we act in possible situations. The meaning of a value is open, so we continuously face the challenge of finding a personal connection when exploring the meaning of a value in a particular situation. In doing so, you cannot rely on a fixed routine.

Suppose someone asks you what your ideal job looks like. Could you enumerate what you would like to see? Career values are those aspects of your work which are of importance to you, which motivate you. Some values are very important for you, some less. When you are working on your career actively, it is important to know which career values are important for you. Clarifying them is not only important for seeking another job. It is useful anyway to reflect from time to time on your position in your career and life.



Life values

 **Goal:** reflecting on life values that are most important to you  **Necessary time:** 30 minutes

1. Divide 100 points between a minimum of 5 and a maximum of 10 values. The maximum you can give to one value is 60 points. Assign your most important values, in order of importance.

Value	Points	Value	Points	Value	Points	Value	Points
Helpfulness		Modesty		Discipline		Originality	
Love		Compassion		Rationalism		Beauty	
Optimism		Pleasure		Liberty		Self-reliance	
Solidarity		Devotion		Independence		Authenticity	
Meaningfulness		Humour		Tolerance		Justice	
Confidence		Consideration		Gratitude		Competition	
Plainness		Clarity		Respect		Flexibility	
Integrity		Openness		Attention		Acknowledgment or appreciation	
Commitment		Reliability		Patience		Responsibility	
Honesty		Loyalty		Brotherhood		Objectivity	
Peace		Equality		Obedience			

Write down your conclusions and insights regarding this exercise.
(What do you want to remember from this exercise? What personal qualities did the exercise show me?)



Value of career values

🎯 **Goal:** getting to know your career values, reflecting on career values that are most important to you

🕒 **Necessary time:** 30 minutes

1. Have a look at the career values in front of you and divide them into three piles between the categories very important in your career, sometimes important in your career and never important in your career. Keep in mind that it's not about your actual job or abilities but about an ideal situation in which you are able to potentially fulfil all values.

2. Have another look at the career values in the category very important and put them in the right order of importance. Write down below the seven most important career values (the most important = 1, the second most important = 2, etc.). These are your key values.

3. Ask yourself these questions:

Do you find these values in your current job?

Which values do you find in your current job?



Value of career values (*continuation*)

3. Ask yourself these questions: (*continuation*)

Which values are missing from your current job? Can you explain that?

Did this change over time?

Now I know about this, do I want to change something? If so, what?

**Write down your conclusions and insights regarding this exercise.
(What do you want to remember from this exercise? What personal qualities did the exercise show me?)**



Searching for balance

 **Goal:** evaluate your career and personal values to how do they fit with your current job  **Necessary time:** 30 minutes

**What is the job description of your current job? Try to identify values in your current job.
You can use your job description to extract the most important career values of your current job.**

Weight these values against each other on your prioritized values in the “career values” and “life values” exercises, and note whether your values support, negate, apply equally, or appear irrelevant to your own values.

	Values from job description	Career values from exercise	Life values from exercise
1.			
2.			
3.			
4.			

**Write down your conclusions and insights regarding this exercise.
(What do you want to remember from this exercise? What personal qualities did the exercise show me?)**



What do you want?

🎯 **Goal:** to improve present quality where possible, to continue with and to profit from it ⌚ **Necessary time:** 30 minutes

In the **top right-hand** square, write down what you are doing now and which things you want to keep doing.
What are you satisfied with?

Top left, write down what you are doing now but have to stop doing in order to achieve the goal in mind.
You will say goodbye, learn to say no to or delegate these activities. This is how to create the space for change.

Bottom left, write the things you are not doing and would like to keep this way in the new context.
It is important to communicate this clearly and to continue to say no when asked.

Bottom right, write down what you aren't doing yet but will need to take on in order to achieve the desired goal.
This is space for development, investment and innovation.

I do / I don't want to	I do / I want to do
I don't do / I don't want to	I don't do / I want to do

Write down your conclusions and insights regarding this exercise.
(What do you want to remember from this exercise? What personal qualities did the exercise show me?)



The Work Life Balance self-assessment / self-development module

Sources

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CINOP *CH-Q 1B training material*

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Videos

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