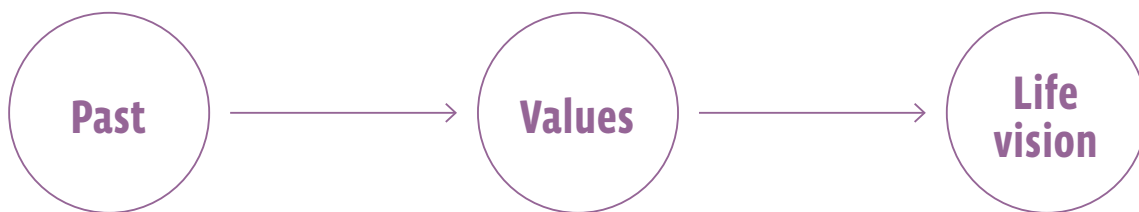


The Work Life Balance self-assessment / self-development module

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.

3. Life vision

If you do the things that you are good at,
you will experience time in different manner.

Having problems with time means having problems with everything that you are not in harmony with and with every expectation that you fail to fulfil. Standing inside time and being one with time means fundamental acceptance at any given moment of who you are, what you are and what you do coupled with the realization that all these things are the result of a conscious personal choice (Dewulf, 2012).



How much trouble do you have with time?

 **Goal:** to be aware of your relationship with your experience of time and the activities which you do

 **Necessary time:** 30 minutes

Look back at the last five to seven days. Use your diary if your memory is not reliable. Draw up a schedule which details each day, hour by hour and fill in the hour boxes with the colour that reflects how you spent that particular hour. It doesn't need to be perfect, but it needs to be accurate enough to give you a feel for how time in general passes for you.

The colour red means: "I had trouble with time, the hour passed in a rush and too quickly." Use this colour for all hours when you were in a rush to get things done or had the feeling that time was passing too quickly, or that you were under stress or that you were working against the clock.

The colour yellow means: "I had trouble with time, because the hour passed too slowly." Use this colour for all hours when you were bored or when your work seemed to creep forward, or when time seemed to drag, or when you were looking at the clock every five minutes.

The colour green means: "I wasn't aware of time passing." Use this colour for all hours when you were so absorbed in what you were doing that you were not conscious of time and were surprised afterwards to find that it had passed so quickly. These are the moments where you were on time.

a.m.												p.m.											
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
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1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12

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 are your dreams?

🎯 **Goal:** to imagine the future with all your talents ⌚ **Necessary time:** 30 minutes

Imagine that you are twenty years older, and round off the nearest five years (40, 45, 50, 55... years). Next, imagine that anything is possible for you and that money is no problem. You have the chance to hold a party anywhere in the world, to celebrate the fact that you are so intensely satisfied with the last twenty years of your life. You can do this wherever you live: on a desert island, in your own back garden, anywhere. Imagine this place in your mind.

Now think about who you will invite. Lots of people? Or just a selected group of family and friends? Once again, visualize them in your mind's eye. Now imagine that it is late on the evening of the party. It was perfect. Everything went exactly as planned and you are now relaxing with a nice drink, surrounded by all the people who are important to you. At this point, your best friend asks you to explain exactly why the last 20 years have been so fantastic.

1. Say what you see:

*In what type of surroundings
do you see yourself?*

*What are you doing? Are there lots
of activities or few activities?*

*Who are the people around you?
Are there lots of people or just
a few people?*

*What are you proud of?
What have you achieved?
What contribution have you made?
What type of home situation
do you see?*

What do you do in your free time?



What are your dreams? *(continuation)*

2. What are your challenges?

What are the most important challenges standing between you and the realization of your dream?
Choose challenges that satisfy the following two criteria:

*The challenges must all help you
in the direction of your desired
future.*

*The challenges must all match
your qualities, so that you can use
them to the full.*

**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?)**



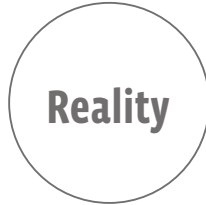
Designing the future

🎯 **Goal:** to formulate concrete steps on how to achieve a personal objective 🕒 **Necessary time:** 60 minutes

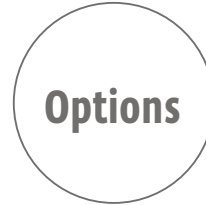
The Grow model:



to clarify and limit the challenge and the goal



to clarify the situation around the challenge – and how other people see it



to explore the options that exist in the situation – and experiments with hypothetical situations



to make an action plan and commit to its steps

Answer the questions below in writing.

1. Goal:

What would you like to think about?

What would you like to achieve in the long term?

What would you like to achieve in the short term?

How would you know that you have been successful in achieving... ?

Designing the future (*continuation*)

1. Goal: (*continuation*)

What will be working better than it is now?

*By when would you like to have achieved your long term goal?
And your short term goal?*

How big is your personal control on achieving your goal?

To what extent is your goal positive, challenging and realistic?

2. Reality:

*What is the present situation?
(What, who, when, where and how?)*

Who is directly and indirectly involved?

How do these people see the situation?



Designing the future *(continuation)*

2. Reality: *(continuation)*

What will be the consequence if you do not do anything?

What have you done so far, and whith what results?

What are the greatest external difficulties in overcoming the challenge?

What are the greatest personal difficulties in overcoming the challenge?

What is the actual core of the problem?

3. Options:

What are the possible actions you can take to reach your goal?

How would others perceive these actions?



Designing the future *(continuation)*

3. Options: *(continuation)*

Which means can you use?

What other alternatives can you think of?

What would happen if...?

What are the advantages and disadvantages of each option?

Which option(s) give the best result?

Which option(s) do you feel the best about?

Which option would you like to choose?



Designing the future (*continuation*)

4. Will:

To what extent can you reach your goal by choosing this option?

Which steps are you going to take?

When will you have reached your goal?

To what extent do you feel difficulties with taking certain steps?

To what extent do you have personal resistance towards taking certain steps?

What can you do to make this resistance or difficulties smaller?

Who need to be informed about your plans?



Designing the future (*continuation*)

4. Will: (*continuation*)

What kind of help will you need to carry out these steps?

Who can help you?

On a scale from 1 to 10, how big is your motivation to take these steps?

What is it that makes it less than 10, what can you do to increase your motivation?

Is there something else you would like to think about?

**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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Peter Gerrickens & Marijke Verstege & Zjev van Dun *The Values Games Manual*

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