



**LLMC CIRCLES DISCUSSION GUIDE
NAVIGATING WORK AND LIFE
DURING A PANDEMIC**





AGENDA

Navigating Work and Life During a Pandemic

1. Check-In: Warm up, catch up, and get going (15 min.)

Overview

The pandemic has certainly had a significant impact on our lives! Where we work and how we communicate has not only changed our work lives, but also our personal lives. For all of us, balancing our work lives and personal lives has required some adjustment.

This week we will talk about how we are feeling, what we have struggled with most, and what has helped during this time of change. Let's get started!

Step 1: Ice-breaker - Choose from the activities below: (10 min.)

Activity #1 - Connection Cards (1 min. or less per member)

Please complete the phrases below:

- If I could give up one task at work, it would be . . .
- If I could give up one task at home, it would be . . .

Activity #2 - Red, Yellow, Green Light Activity (1 min. or less per member)

Use this icebreaker to see how your Circle members currently feel about navigating work and life at this time?

Go around your Circle and share an update on how you're feeling using the traffic light colors:

- Green (mostly good)
- Yellow (mixed feelings, unsure, or just OK)
- Red (mostly not doing great)



You can also briefly share why you're feeling that way, if you'd like.

**Step 2: One Action update from the last meeting
(5 min.)**

Once you're warmed up, go around your Circle and share your One Action Update. A One Action is one concrete action you committed to take at your last meeting. The goal of a One Action is to step outside your comfort zone, practice a new skill, or try something new.

(1 min. or less per member)

**2. Group Activity: Lean in, get inspired, and add to your toolkit
(20 min.)**

Group discussion: Navigating Work and Life

Each member shares their responses to the topics below.

(2 min. per member)

Topic 1: How are you managing changes to your work routine since the pandemic began?

- What have been the biggest challenges in how your working life has changed?
- Are there any things that are working well for you in managing these challenges?
- What accommodations has your employer made and are they helping?
- Are there any additional accommodations that you would like to ask for?

Resources:

- Tips to make working from home work for you
<https://www.npr.org/2020/03/15/815549926/8-tips-to-make-working-from-home-work-for-you>
- Working well from home under coronavirus
<https://www.leapers.co/resources/little-guides/coronavirus-working-from-home/>



- How working parents can prepare for coronavirus closures
<https://hbr.org/2020/03/how-working-parents-can-prepare-for-coronavirus-closures>
- How to stay sane while social distancing
<https://news.climate.columbia.edu/2020/03/19/coronavirus-social-distancing-covid-19/>

Topic 2: What are you looking forward to doing today/this week?

What are some fun things you're still able to do with your free time, e.g., finishing a book, watching a movie, starting an art project?

Resources:

- Social distancing doesn't have to doom your weekends
<https://www.cnn.com/2020/03/14/us/what-to-do-this-weekend-coronavirus-trnd/index.html>
- Getting Bored? Here's A List Of Free Things That Weren't Free Before Coronavirus
<https://www.npr.org/2020/03/20/818670715/getting-bored-heres-a-list-of-free-things-that-werent-free-before-coronavirus>
- Avoid Cabin Fever With These 125 Ideas to Keep Kids Entertained During the Coronavirus Crisis
<https://parade.com/1009774/stephanieosmanski/things-to-do-with-kids-during-coronavirus-quarantine/>
- Coronavirus: Why Exercise is Key For Boosting Immunity
<https://thriveglobal.com/stories/coronavirus-why-exercise-is-key-for-boosting-immunity/>



4. One Action: Apply yourself, pledge to grow, and inspire others (10 min.)

Group discussion: Apply what you have learned

Each member declares their One Action commitment for this week.
(1 min. per member)

Examples on page 6 of the Discussion Guide.

5. Wrap-Up: What's next and a few final words (5 min.)

- Thank you everyone for your active participation in this week's topic – Navigating Work and Life During a Pandemic.
- We now have some new ideas and inspiration for better managing our work and personal life during a pandemic. We hope the information discussed in this session helps as we all continue to adjust to future changes.
- You will receive a short survey to complete after this week's session, please share your comments to help us improve version 2.0 of LLMC coming in 2022. There are also virtual office hours with the program team every Friday at 11am-12 noon EST if you would like to stop by and share your comments. Office Hours via MS Teams:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjAxMGYwMjAtMmlyYy00MjVWLTlhMjYtODQ2NmJlMTkxYzhm%40thread.v2/0?context=%7b%22Tid%22%3a%22325b4494-1587-40d5-bb31-8b660b7f1038%22%2c%22Oid%22%3a%2239e2d7b5-aabf-41e1-bfd0-e4fac6e2aeba%22%7d
- This is our final official week of the Lifting as You Lead Mentoring Circles program. (Distribute certificates). Everyone's participation in the first offering of this program is appreciated and we hope that the experience has been a positive and motivating one.
- How should we celebrate our success?
Discussion question (1 min. per member)
If Circle members would like to celebrate with a virtual party or follow-up circle session in the New Year, determine date and time and send out MSTeams invites



after this session using the same link. A template on how to organize a virtual party can be found in Week #5 Resources folder.)

- If you would like to stay connected, you will find a guide to fostering the connections made during these sessions in the Week #5 Resources folder.
- It's been a pleasure being your Circle Leader today. Be well, take care, and thank you again for your participation.



ONE ACTION

“One Action” – one concrete thing that you are going to do after this Circle.

Examples:

	<u>Achieving Work-Life Balance</u>	<u>One Action</u>
1	Set a firm work schedule, consistently starting and stopping work at set times.	Check out the below resources for some interesting ideas and inspiration.
2	Prioritize making time for a certain activity or interest.	
3	Change your work environment/setup to improve separation of work and life.	

Write down your One Action commitment:



REFLECTION QUESTION

Write down 3 insights/key takeaways learned from the session

1	
2	
3	

RESOURCES

Books:

1. Off Balance: Getting Beyond the Work-Life Balance Myth by Matthew Kelly
2. Réussir sa carrière et sa vie par Eric Mortier
3. *Master Your Time In 10 Minutes a Day* by Michal Stawicki
4. *Art de concilier le travail et la vie personnelle* par Guylaine Deschenes
5. *Being Together, Working Apart* by Barbara Schneider

Educational Videos:

1. How to turn off work thoughts during your free time
https://www.ted.com/talks/guy_winch_how_to_turn_off_work_thoughts_during_your_free_time?referrer=playlist-how_to_get_into_a_work_from_home_mind_set



2. Want to be more creative Go for a walk
https://www.ted.com/talks/marilyn_opezzo_want_to_be_more_creative_go_for_a_walk?referrer=playlist-how_to_get_into_a_work_from_home_mindset
3. How burnout makes us less creative
https://www.ted.com/talks/rahaf_harfoush_how_burnout_makes_us_less_creative?referrer=playlist-how_to_get_into_a_work_from_home_mindset
4. 3 rules for better work-life balance
https://www.ted.com/talks/ashley_whillans_3_rules_for_better_work_life_balance
5. How to make work-life balance work
https://www.ted.com/talks/nigel_marshall_how_to_make_work_life_balance_work

Articles:

1. Tips to make working from home work for you
<https://www.npr.org/2020/03/15/815549926/8-tips-to-make-working-from-home-work-for-you>
2. Jeu-questionnaire sur l'équilibre travail-vie-personnelle
<https://cmha.ca/fr/trouver-de-linfo/sante-mentale/evaluer-sa-sante-mentale/jeu-questionnaire-sur-lequilibre-travail-vie-personnelle/>
3. Tips and resources for maintaining work-life balance in a pandemic
<https://www.canada.ca/en/departement-national-defence/campaigns/covid-19/mental-health/canadas-healthy-workplace-month/tips-resources-maintaining-work-life-balance-pandemic.html>
4. Working well from home under coronavirus
<https://www.leapers.co/resources/little-guides/coronavirus-working-from-home/>
5. How working parents can prepare for coronavirus closures
<https://hbr.org/2020/03/how-working-parents-can-prepare-for-coronavirus-closures>



6. Social distancing doesn't have to doom your weekends
<https://www.cnn.com/2020/03/14/us/what-to-do-this-weekend-coronavirus-trnd/index.html>
7. How to stay sane while social distancing
<https://news.climate.columbia.edu/2020/03/19/coronavirus-social-distancing-covid-19/>
8. Getting bored? Here's a list of free things that weren't free before coronavirus
<https://www.npr.org/2020/03/20/818670715/getting-bored-heres-a-list-of-free-things-that-werent-free-before-coronavirus>
9. Avoid cabin fever with these 125 ideas to keep kids entertained during the coronavirus crisis
<https://parade.com/1009774/stephanieosmanski/things-to-do-with-kids-during-coronavirus-quarantine/>
10. Coronavirus: why exercise is key for boosting immunity
<https://thriveglobal.com/stories/coronavirus-why-exercise-is-key-for-boosting-immunity/>

Websites:

1. LinkedIn Learning – learn the practical skills you need to excel in your career (e.g. Achieve Work-Life Balance)
https://www.linkedin.com/learning/search?keywords=work-life+balance&upsellOrderOrigin=default_guest_learning&trk=learning-serp_learning-search-bar_search-submit
2. Ted Talk Playlist – how to get into a work-from-home mindset
https://www.ted.com/playlists/736/how_to_get_into_a_work_from_home_mindset



SUPPORT

Remember, support is available for you and your family when you need it. Some of the discussions during the Circle or the content shared may bring forward past trauma or uncomfortable feelings; please seek professional help if this is the case.

Employee Assistance Program (EAP)

An EAP provides free short-term counselling for personal or work-related problems as well as crisis counselling.

Toll-free: 1-800-268-7708

TTY (for people with hearing impairments): 1-800-567-5803

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/employee-assistance-program.html#E>

The Canada Suicide Prevention Service

Connect with a responder now by calling our toll-free number 1-833-456-4566.

<https://www.crisisservicescanada.ca/en/>

Wellness Together Canada

Mental Health and Substance Abuse Support.

Toll free 1-866-585-0445

<https://wellnesstogether.ca>