



LLMC CIRCLES DISCUSSION GUIDE
WORK AND LIFE BALANCE



LIFTING AS YOU LEAD

MENTORING CIRCLES PROGRAM

CONNECT • ELEVATE • INSPIRE



DIRIGER EN SOULEVANT LES AUTRES

PROGRAMME DES CERCLES DE MENTORAT

CONNECTER • ÉLEVER • INSPIRER

Agenda Work and Life Balance

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

Before we begin this session, we want to acknowledge that 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. Remember, support is available for you and your family when you need it. Please see the support section of this Discussion Guide for contact information.

Overview

Our lives have certainly changed over the last 2 years! Whether you are working from home, working in a hybrid fashion or back working in the office, it is still a challenge to harmonise our work and personal lives.

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

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

Activity #1 - Connection Cards (1 minute 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 minute 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 colours:

- 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 minutes)

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 minute or less per member)

2. Group Activity: Lean in, get inspired, and add to your toolkit (25 minutes)

Group discussion: Navigating Work and Life

Each member shares their responses to the topics below by choosing one of the questions from Topic 1 and Topic 2 and discussing this with the Circle. Further information on these topics can be found in the Resources section of the Discussion Guide.

(2 minutes per member)

Topic 1: A lot has changed in the last 2 years, how are you feeling about your current work arrangement?

- 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?

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?
 - Have your activities changed to be more like they were prior to the pandemic?
 - Did you discover any new interests during the pandemic?
- Has self-care become more of a priority? If so, what is one of your favourite self-care activities?
- How have the experiences of the past two years impacted your outlook on spending time with family and friends?

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

Group discussion: Apply what you have learned

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

Examples on page 5 of the Discussion Guide.

4. Wrap-Up: What's next and a few final words (10 minutes)

- Thank you everyone for your active participation in this week's topic – Work and Life Balance.
- We now have some new ideas and inspiration for better managing our work and personal life. We hope the information discussed in this session helps you find harmony in your work and personal lives.
- You will receive a short survey to complete after this week's session, please share your comments to help us improve version 3.0 of LLMC coming in 2023.
- To allow time for you to ask any questions you may have, the Diversity and Inclusion Office team will host a 30-minute session each Friday from 12:00 pm to 12:30 pm ET. Please feel free to drop by using the following link:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDc0Yml4OTgtMDZiMS00OGUzLTg5ZjctNTcwYWVmZDk2MWVh%40thread.v2/0?context=%7b%22Tid%22%3a%22325b4494-1587-40d5-bb31-8b660b7f1038%22%2c%22Oid%22%3a%22c2d093df-2beb-4796-b59e-3fe19605c039%22%7d
- This is our final official week of the Lifting as You Lead Mentoring Circles program. Everyone's participation in this program is appreciated and we hope that the experience has been a positive and motivating one.
- As mentioned last week, the conversation does not need to end with the conclusion of the official Lifting as you Lead Mentoring Circle program. The Diversity and Inclusion Office (DIO) Team's vision for all Circle members is to continue to be inspired by this connection and to continue to grow your network, elevate your knowledge, and inspire others. The DIO will post some topics and resources for possible future discussions on the LLMC Wiki page, but please feel free to find topics yourselves based upon the interests of the Circle members.
- How should we celebrate our success?
Discussion question (1 minute per member)
- 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:

	Achieving Work-Life Balance	One Action
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	Prioritise 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

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_mindset
2. Want to be more creative? Go for a walk
https://www.ted.com/talks/marilyn_oppezzo_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
6. The importance of work/life balance
<https://ottawa.ctvnews.ca/video?clipId=2380075>
7. Making flexible remote work with family life
<https://canada.lifespeak.com/video/making-flexible-remote-work-work-with-family-life--7319> (For all Lifespeak resources, you will be required to input an access ID:input canada, then scroll down, accept terms and conditions and then choose your GoC department to access the site.)
8. Breathe in Peace and Energy
<https://www.wellnesstogether.ca/en-CA/breathe-in-peace-and-energy>

Articles:

1. How to work from home
<https://www.halfhalftravel.com/remote-work/work-from-home-tips.html>

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. Does exercise boost the Immune System
<https://www.healthline.com/nutrition/does-exercise-boost-immune-system>
4. Work/life balance - OHS
https://www.ccohs.ca/oshanswers/psychosocial/worklife_balance.html
5. Telecommuting work/life survival
<https://www.virtualvocations.com/blog/telecommuting-survival/telecommuting-work-life-balance-15-solutions/>
6. Creating a healthy home office
<https://www.psychologytoday.com/intl/blog/why-bad-looks-good/202008/telework-life-balance-creating-healthy-home-office>
7. 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
3. Health and wellness for public servants
<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/health-wellness-public-servants.html>

4. Mental health support: Get Help

<https://www.canada.ca/en/public-health/services/mental-health-services/mental-health-get-help.html>

5. Why everyone needs a self-care day

<https://www.betterhelp.com/advice/general/why-everyone-needs-a-self-care-day/>

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

Talk Suicide Canada provides nationwide, 24-hour, bilingual support to anyone who is facing suicide.

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

Wellness Together Canada

Mental Health and Substance Abuse Support.

Toll free 1-866-585-0445

<https://wellnesstogether.ca>

Hope for Wellness Helpline

24/7 access to Indigenous Counsellors

Available in French and English and upon request Ojibway, Cree and Inuktituk.

1-800 #1-855-242-3310

Chat line via: <https://www.hopeforwellness.ca/>