

The Online COACHING CENTRE

Workshop: *getting stress hardy*

Module: *#11 – Achieving work life balance by
...understanding the components of your life*

Coaching

People who balance their life well are active in various components of their life.

Adults have three major areas to concentrate on; the **self, family and work**. At different times in our lives, some components or tasks dominate and we go out of balance. Each component involves a set of tasks. The key tasks in each component are:

FAMILY AND SOCIAL COMPONENT

- establish a family unit with a shared mission
- care and nurture children
- care for parents

CAREER COMPONENT

- learn job skills for advancement toward goals
- contribute to team or organizational success
- have challenges
- move towards job security

PERSONAL COMPONENT

- develop a personal identity and values
- pursue opportunities for growth
- develop personal interests
- make a contribution to society and community
- build and maintain friends and social contacts

People should consciously complete at least one significant activity in all three areas everyday. So, for example, if your work and family responsibilities tend to dominate, it is wise to plan and consciously complete one personal activity everyday.

Mentoring

In each of the three areas of your life identify three objectives and then choose one that is most important. Then identify one activity you can do each day towards meeting that objective.

Complete the Work Objective chart below. Using the chart as your guide, use the same format to create charts to identify and develop your Family Objectives and Personal Objectives.

Three Work Objectives.

1. _____
2. _____
3. _____

Most important work objective.

- _____

One activity you do can each day towards achieving your most important work objective.

- _____

About the OCC

The Online COACHING CENTRE (OCC) is LAWPRO's innovative online education tool. It lets you quickly and easily enhance a variety of "soft skills" that not only help you survive and thrive, but also help reduce malpractice claims.

The OCC is entirely Web-based, allowing lawyers across Ontario to use it at a time and place convenient to them. It is organized into six workshops, each of which contains approximately 25 learning modules, such as the one profiled on this page. Modules encourage self-teaching and self-evaluation; answers you provide when working in the modules should be saved for review at a later time.

To access the OCC, go to www.practicepro.ca/occ