

# How to Balance Work, Relationships & Virtual Learning During COVID-19



*JM*  
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# Resources

Presentation Slides  
Resourceful Links  
Additional Information

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# Stressors of COVID-19

- Transitions to living in a world with COVID-19
- Adjustments to working from home
- New demands such as homeschooling
- Challenges managing uncertainty and change
- Health and financial fears
- Increase in stress, anxiety and depression
- Increase in substance abuse
- Relationship conflict



# Signs of Being Off Balance

- Start conversations saying “Sorry I didn’t get back to you back sooner, but I’ve been so busy...”
- Feel in constant state of exhaustion
- Can’t remember last time you laughed, played, or did a hobby
- Find yourself snapping at others
- Notice friends, family express concern for you
- Notice not enough time with people you care about



# Obstacles That Prevent Resilience for Busy People

- Pessimism or negative thinking
- Excessive need for external validation
- Perfectionism and/or rigid thinking
- Seeing one's self as a victim
- A highly competitive personality
- Feeling defined by work or caretaking
- Poor self-care
- Overwhelming guilt (and unresolved grief)
- Lack of a support network
- Stigma around seeking help, reaching out



# Practical Strategies for Today

- Promote work/life balance
  - Time management
- Increase coping skills
  - Stress management
- Improve EQ
  - Communication & conflict resolution
  - Managing virtual learning



# Prioritize Your Own Wellbeing

- Practice self-care
  - Sleep
  - Nutrition
  - Exercise
  - Leisure
  - Accessing support



# Reclaiming Your Time

- Make the best use of the time you have
- Delegate
- Daily Ease of Functioning (DEF)





# Time Management Strategies

- Prioritize
- Delegate
- Simplify
- Set time limits
- Postpone
- Eliminate



# Structure Your Days & Weeks

- Self-care
  - Breaks
- Sleep schedule
- Meals
- Work time
- Dependent care
- Support
- Reading or watching the news once or twice daily



*Remember: This is Temporary*

“And this too, shall pass.”



# Stay in the Present Moment

- Avoid second-guessing the past or worrying about the future
- Mindfulness practices
  - Deep breathing, meditation, yoga
- One day at a time



# Practice Self-Compassion

- Honor your feelings
- Don't judge or ignore your feelings
- Practice self-forgiveness



# Mindfulness & Emotional Intelligence

- Know your emotions
- Manage your emotions
- Motivate yourself
- Recognize & understand the other people's emotions
- Manage relationships (manage the emotions of others)

Adapted from Daniel Goleman's book "Emotional Intelligence"



# The Nature of Conflict



Control



Hurt feelings/bruised egos



Power



Fear



Contrasting Beliefs



Misunderstanding



*Whenever you're in conflict with someone, there is one factor that can make the difference between damaging your relationship and deepening it. That factor is attitude.*

**– William James**





# Develop your Emotional Intelligence

- 1** Know your emotions.
- 2** Manage your own emotions.
- 3** Motivate yourself.
- 4** Recognize & understand the other people's emotions.
- 5** Manage relationships (manage the emotions of others.)

Adapted from Daniel Goleman's book "Emotional Intelligence"



# Low EQ

- Emotionally triggered
- Aggressive, passive or passive aggressive
- Participation in:
  - Scapegoating
  - Blaming
  - Bullying
  - Gossiping



# High EQ

- Low insecurity
- High openness
- Assertive
- Self-aware
- Inclusive
- Respectful
- Takes responsibility for actions



# Practice Empathy

- Magic wand in relationships
- Don't assume you know what others are feeling
- Don't minimize or agree with feelings
- Ask for what they need
- Give space and time
- Keep a developmental lens
- [Useful article](#)



# How Your Loved Ones May Affect You



Feelings → Anger, Frustration, Irritation, Fear, etc.



Thinking → Judgment, Negativity, etc.



Behaviors → Reactivity, defensiveness, engaging in conflict

# Avoid Behaviors that add Fuel to the Fire

- Criticism
- Contempt
- Stonewalling
- Defensiveness

→ Dr. John Gottman



# Detach with Love

- Detachment doesn't mean you don't care, aren't connected or are in denial
- Detachment is a mindfulness practice that involves:
  - Healthy separation
  - Not attaching your wellbeing to others
  - Not trying to control others
  - Not getting hooked
  - Not becoming defensive
- Lifeguard analogy



# Detach From:

- Your own negative emotions like fear, anxiety, anger and sadness
- The negative emotions of others
- Expectations (Recalibrate to Zero)
- Outcome (embrace uncertainty)





# Detachment Strategies

- Zoom out
- Visualization of protective barrier
- Unhook
  - Drop your end of the rope
  - Do the next right thing



# Improve the Communication Process

- 1** First seek to understand the other party
- 2** Recognize that you may not be understood
- 3** Notice when your emotional brain has been activated
- 4** Observe your process
- 5** Watch the other's reaction to you as a way toward self-awareness
- 6** Take a break and regroup
- 7** Seek help when needed
- 8** Re-engage when you are not triggered



# Conflict Styles

- Passive
- Aggressive
- Assertive
- Passive Aggressive
- Avoidant



# Use Assertive Communication

- Diva/Doormat
- “I” Statements
- Honest, direct, clear, and diplomatic
- Do not triangulate
- Set healthy boundaries
  - [Drs. Cloud & Townsend](#)



# Conflict Solutions

- Avoid a fight, flight, or freeze response
- Avoid engaging in tug-of-war
- Don't lock horns
- Unhook from the minutia
- "Zoom out" to gain perspective



# Relationship Solutions

- Become rooted in the present
- Let go of defensiveness
- Take responsibility
- Appreciate the power of empathy
- Practice flexibility, adaptability, & compromise



# Helping Kids with COVID-19 & E-Learning

- Compassion (anxiety, fear, etc.)
- Structure
- Routine
  - Designated spaces
  - Designated times
- Positive reinforcement
- Extra support & accountability
- Limit screen time



# Helping Kids with COVID-19 & E-Learning

- Access support from the school
  - Teachers
  - Counselors
  - Tutors
  - Programming
  - Extracurriculars
- Access support from community resources
- It takes a village
  - Family
  - Friends
  - Your kids' friends
  - Your friends with kids similar ages
- Ask for what you need





# Forgive Yourself & Others

“Resentment is like drinking poison and then hoping it will kill your enemies.”

- *Nelson Mandela*



*What are you going to do now?*

KEEP (doing)	START (doing)	STOP (doing)

# Resources

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# EAP Services:

- **EAP Services through Work/Life Matters**
  - Voluntary referrals
  - Services for family members
  - Resources to alleviate stressors
  - Childcare & Eldercare
  - Legal & Financial
  - Educational resources
- 3 free sessions per issue, per year, per family member
- 1-800-386-7055, 24/7
- [www.ibhworklife.com](http://www.ibhworklife.com) | username: Matters | password: wlm70101



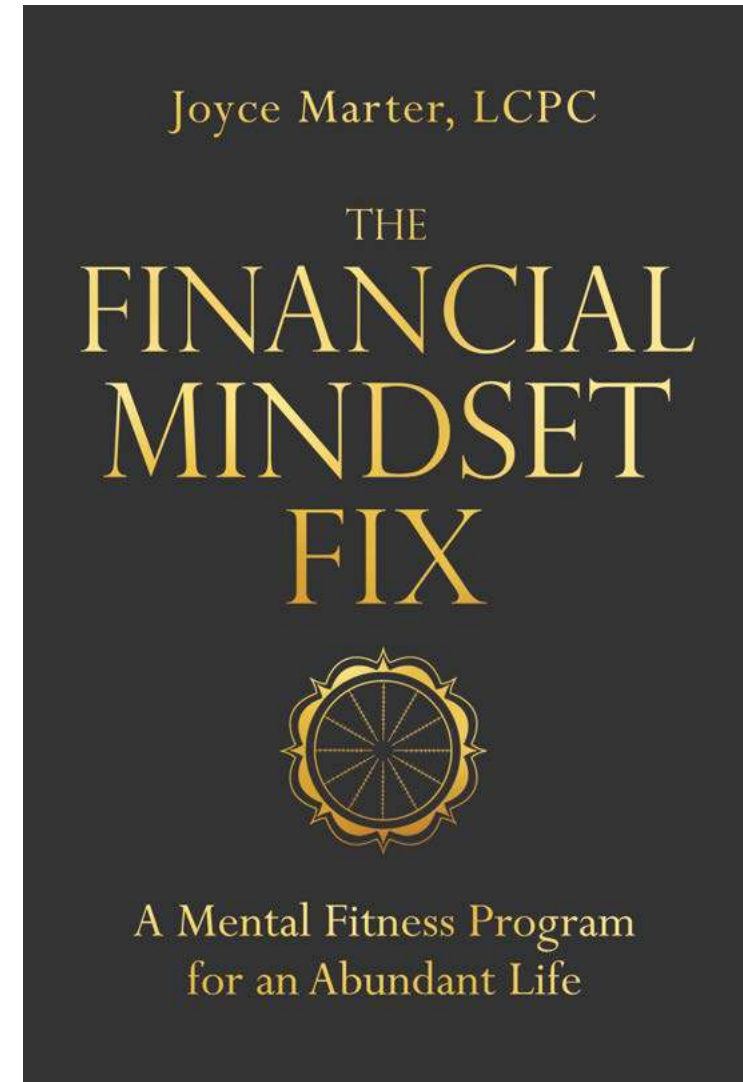
# Upcoming Resource

Published by [Sounds True](#)

[Available for pre-order on Amazon](#)

*Available in bookstores July of 2021*

*Mental Health & Financial Health Corporate Wellness Program*



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You!



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