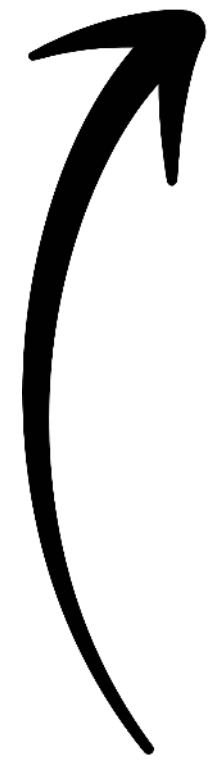


*The Psychology of Success
for Work/Life Balance*

Handouts



SCAN ME

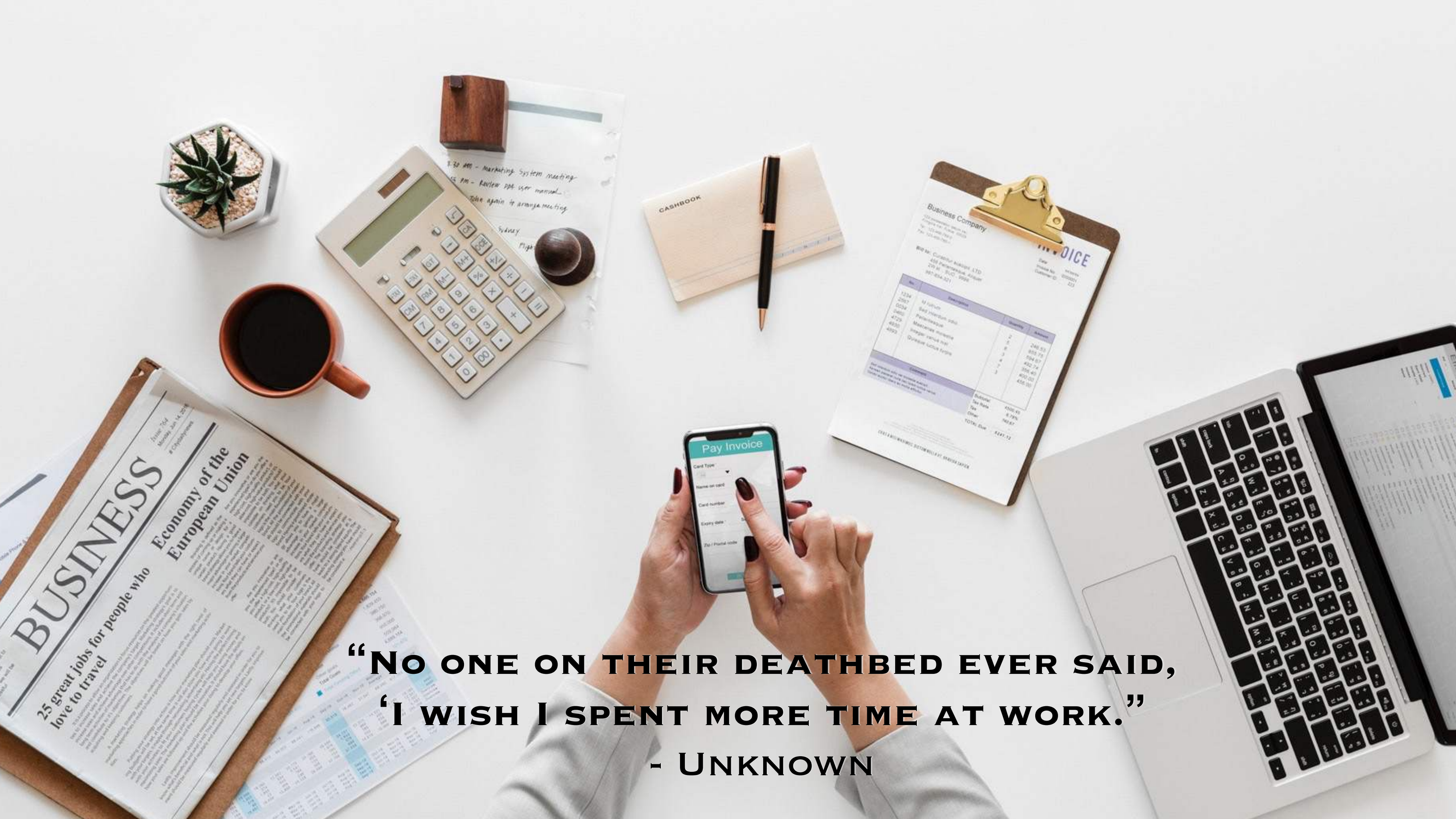




You must *care* enough
about yourself to
welcome the life that
you *deserve*.

JM
JOYCE MARTER





**“NO ONE ON THEIR DEATHBED EVER SAID,
‘I WISH I SPENT MORE TIME AT WORK.’”**

- UNKNOWN

Time Management Strategies

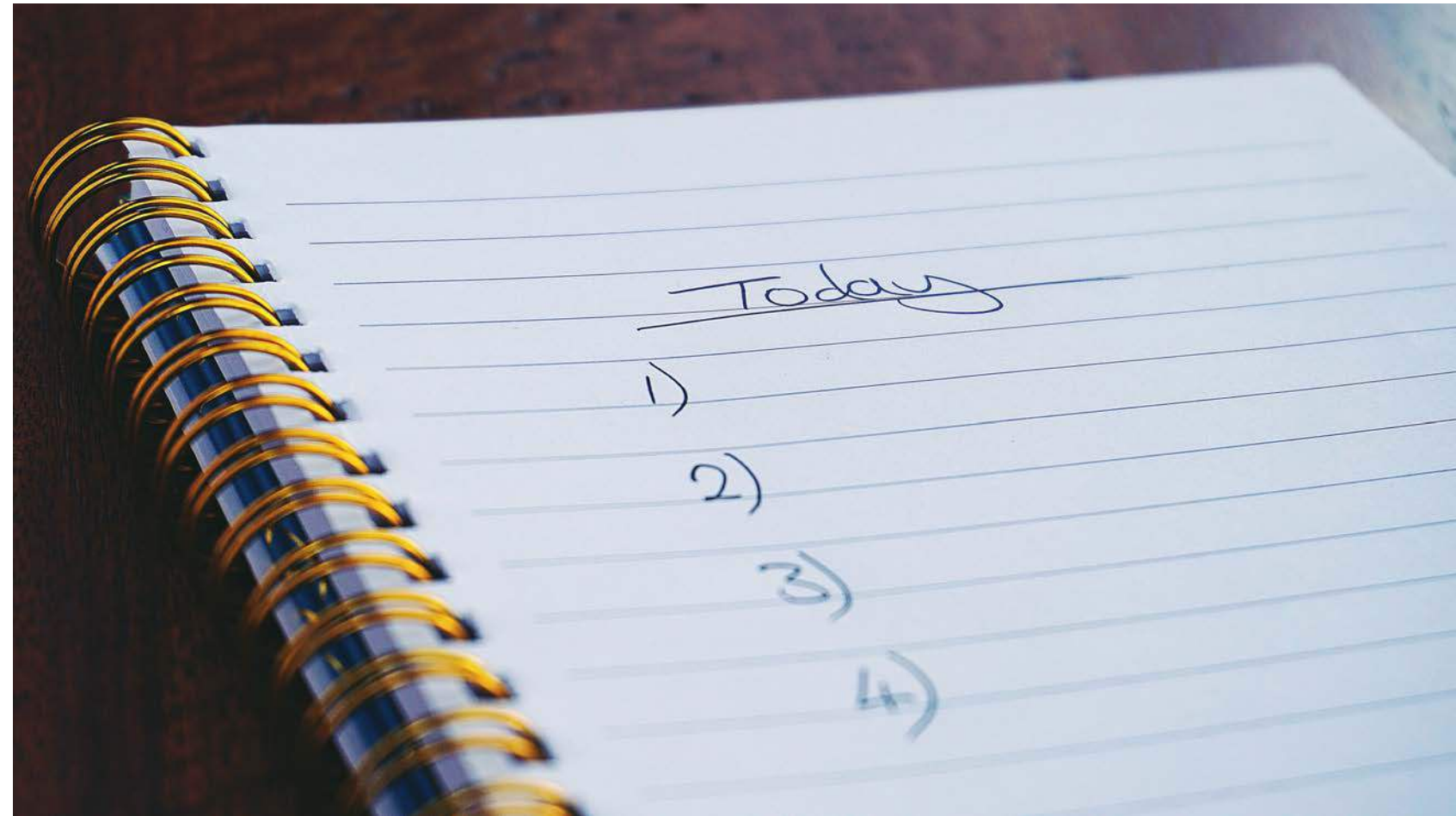
- Prioritize
- Delegate
- Simplify (DEF Scale)
- Postpone what isn't urgent or important
- Keep separate To Do Lists for work & personal



- Put limits on screen time
- Eliminate time wasters
- Set time limits
- Identify time wasters
- Avoid toggling between tasks
- Avoid time investment in low priority tasks

Prioritize

- Must do
- Should do
- Nice to do





Partialise

Break down large projects
into manageable components
& chunk daily tasks.



Prepare



- Anticipate productive time
- Organize
 - Clear clutter (including digital)
- Identify target accomplishments
- Plan for success & rewards

Time Management Strategies

- Prioritize
- Delegate
- Simplify (DEF Scale)
- Postpone what isn't urgent or important



- Put limits on screen time
- Eliminate time wasters
- Set time limits

Fight the Disease of Being Busy

- Hampers Creativity
- Drains Energy
- Decreases Wellbeing
- Reduces Efficiency
- Kills Prioritization
- Decreases Quality

Taken from Stanford University “Cognitive Control in Media Multi-Taskers” Study



Become a Single-Tasker

- Decrease stress & overwhelm
- Increase productivity
- Increase efficiency
- Reduce errors



Reclaiming Your Time

- Make the best use of the time you have
- Daily Ease of Functioning (DEF)
- Prioritize self-care



Obstacles That Prevent Resilience for Busy People

- Pessimism or negative thinking
- Excessive need for external validation
- Perfectionism and/or rigid thinking
- Seeing oneself 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





Presence

“Be as least as interested in what goes on inside you as what happens outside. If you get the inside right, the outside will fall into place.”

- *Eckhart Tolle, The Power of Now*



Self-Love

You can search throughout the entire universe for somebody who is more deserving of your love and affection than you are yourself, and that person is not to be found anywhere. You yourself, as much as anybody in the entire universe, deserve your love and affection.

- Buddha

“Having a healthy relationship with yourself is essential for *happiness*. Choose to be your own good parent, best friend, and greatest advocate.”

A stylized, cursive signature logo consisting of the letters 'J' and 'M' intertwined.

JOYCE MARTER

PSYCHOTHERAPIST & SPEAKER

www.joyce-marter.com



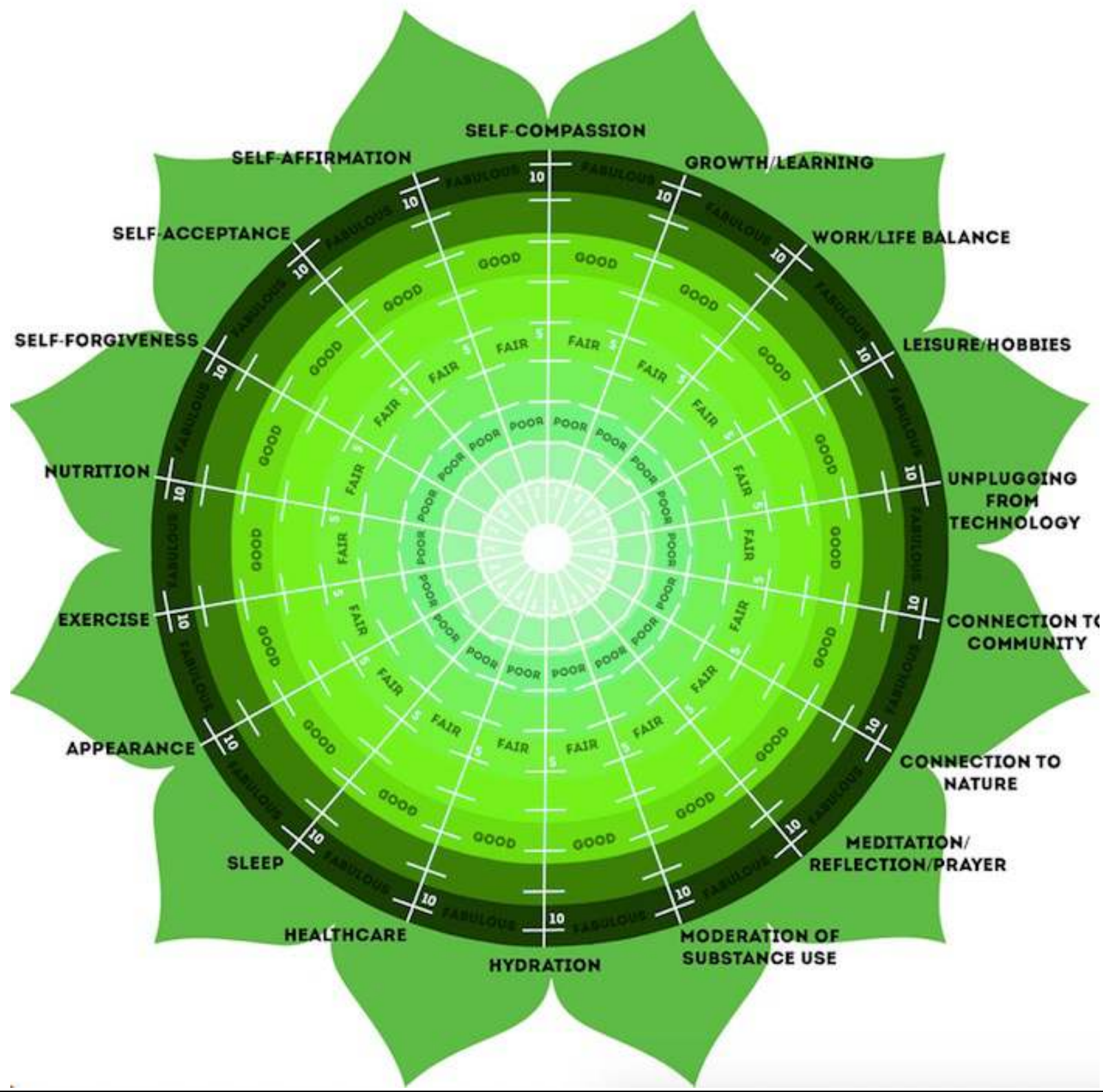
Self-Esteem

“Healthy self-esteem is midway between
DIVA & DOORMAT.”





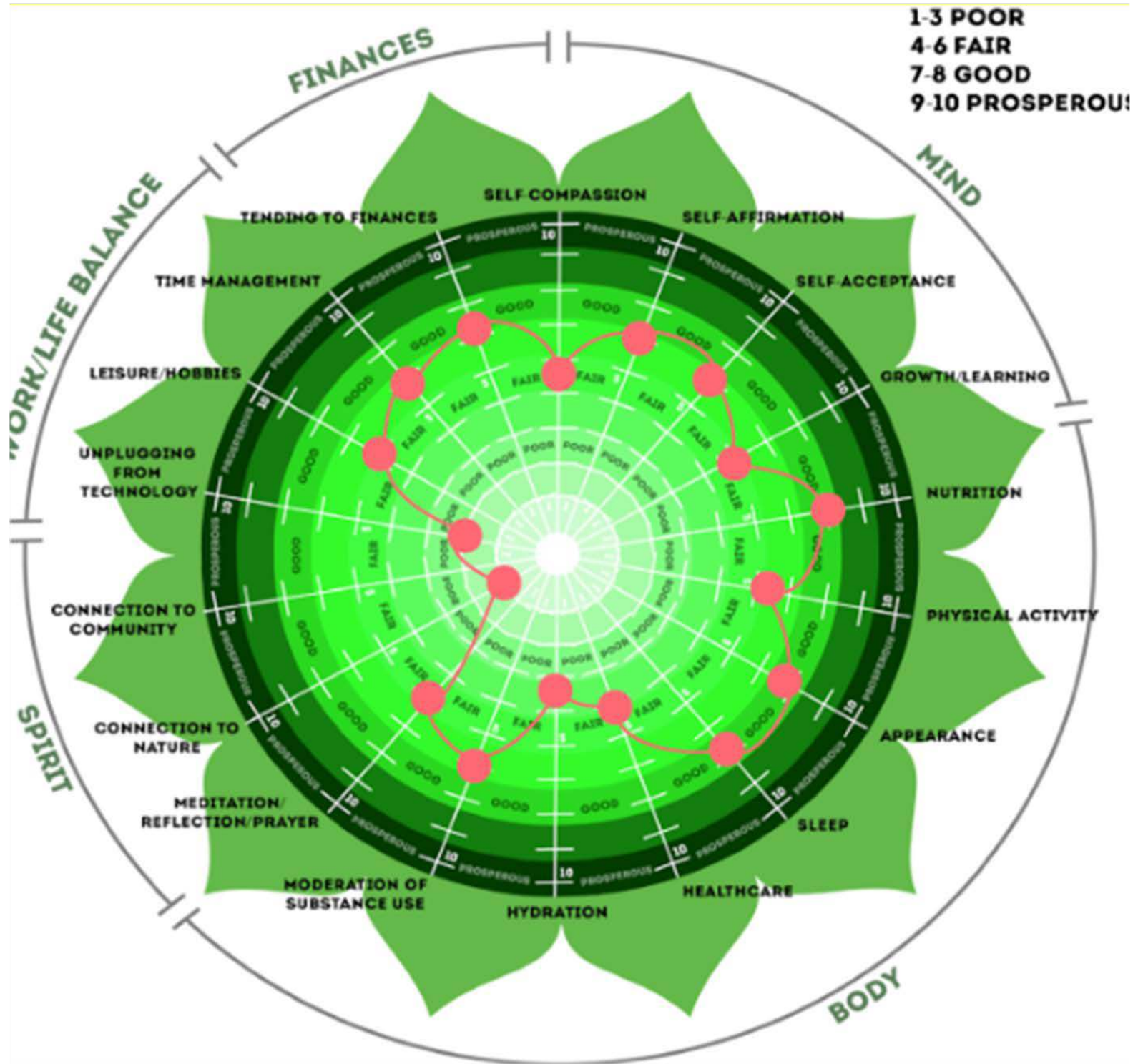
1-3 POOR, 4-6 FAIR, 7-8 GOOD, 9-10 FABULOUS



Self Love Wheel



joyce-marter.com
joyce@joyce-marter.com



Self Love Wheel

Support

“Alone we can do so little,
together we can do so much.”

- *Helen Keller*



Delegation

Does this have to get done?
How could it be done easier?

Do I enjoy doing this?

Am I the only person who could do this?

Who could I ask for help?

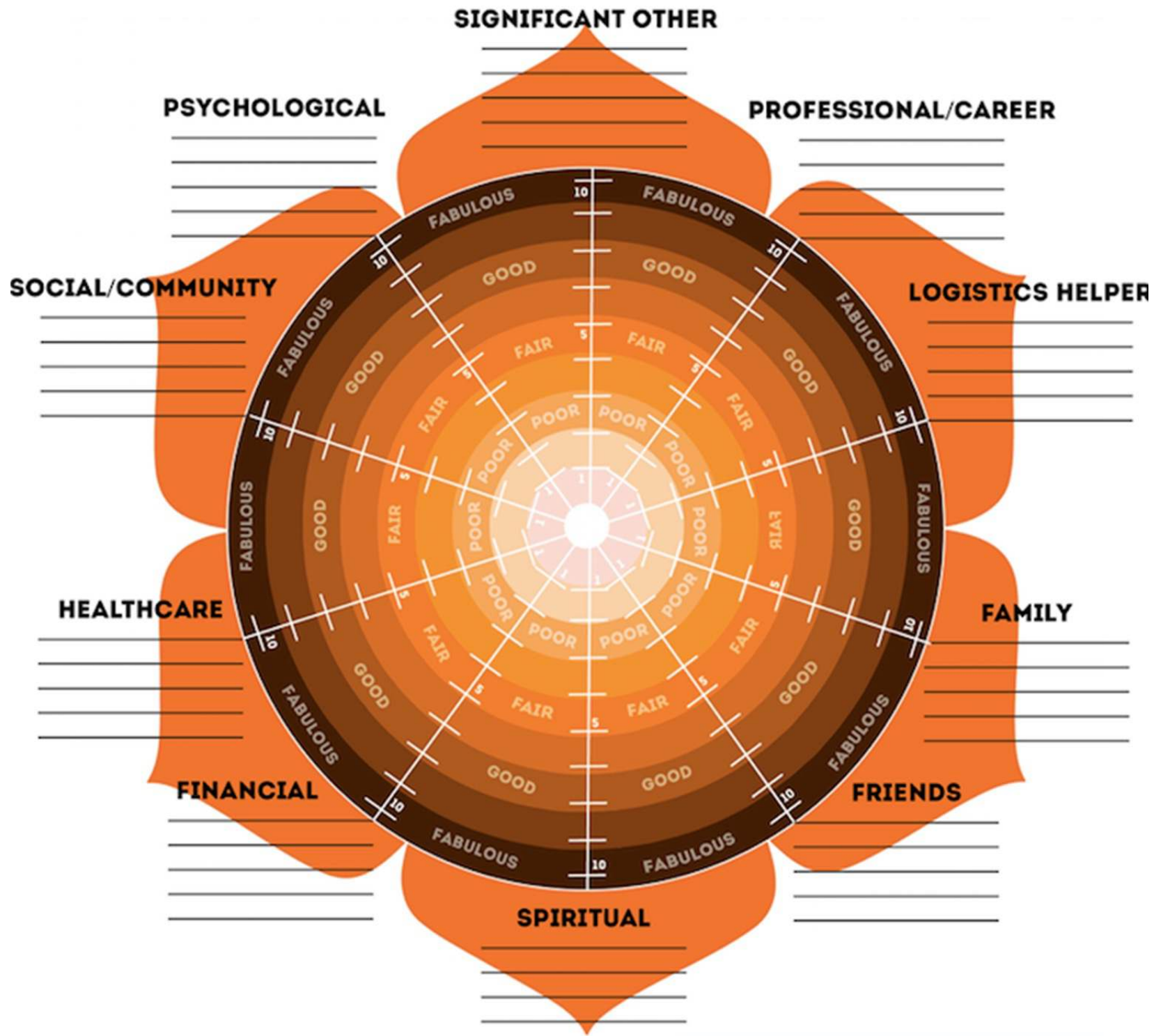


Barriers to Asking for Help

Loss of Control
Loss of Credit
Fear of Imposing
Fear of Inadequacy
What else?



1-3 POOR, 4-6 FAIR, 7-8 GOOD, 9-10 FABULOUS



Support Wheel

Raising Kids During the Pandemic

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



Helping Kids During COVID-19

- 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



Detachment

“Feelings are waves of energy which we can choose to surf, rather than allowing them to overcome us.”

- *Arlene Englander*



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](#)



Forgive Yourself & Others

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

- *Nelson Mandela*



Positivity

“A man is but the product of his thoughts...what he thinks, he becomes.”

- *Mohandas Gandhi*



W T F

Vision

“First say to yourself what you would be; and then do what you have to do.”

- *Epictetus*



When you refuse to believe something is impossible, it becomes *possible*.

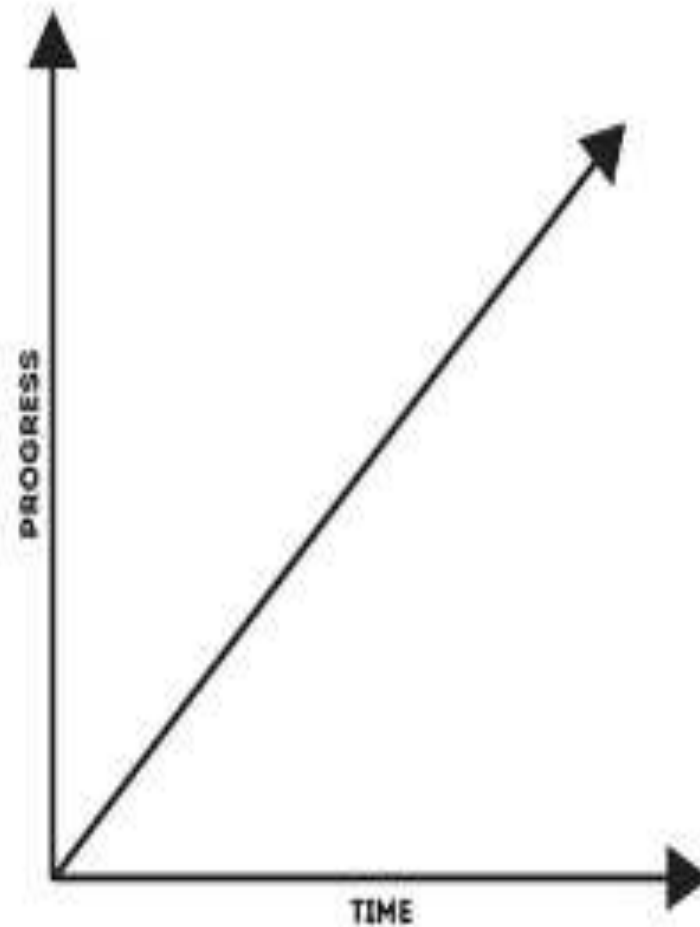
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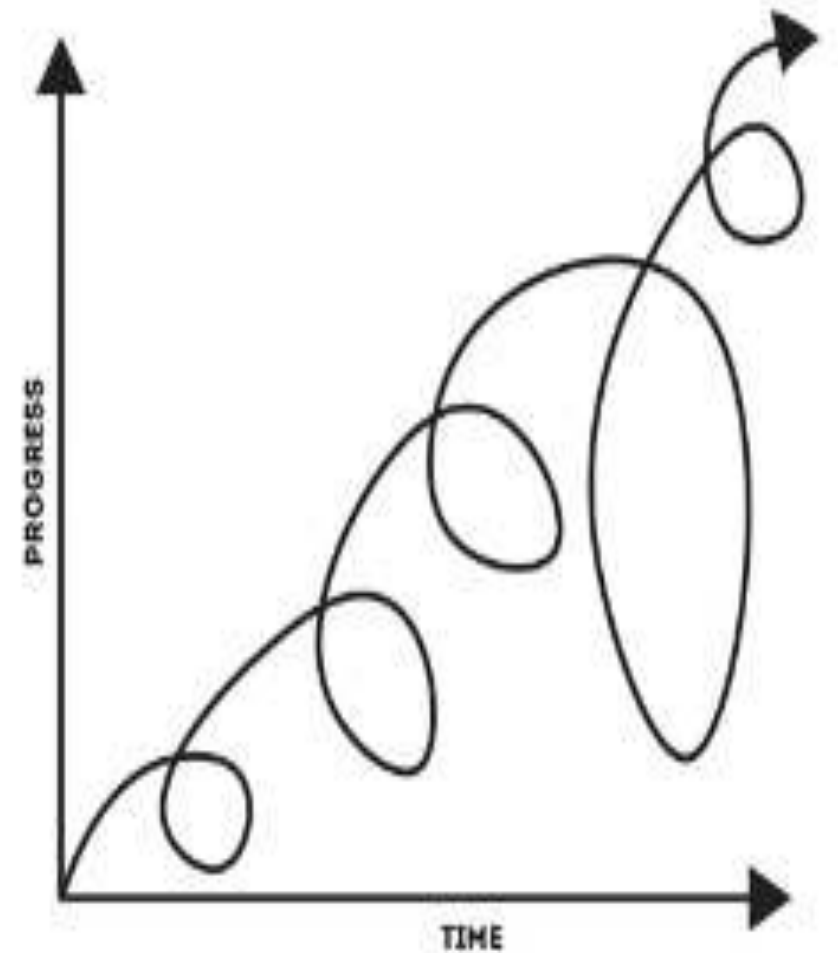
Resilience

“Life will give you whatever experience is most helpful for the evolution of your consciousness.”

- *Eckhart Tolle*



WHAT WE EXPECT



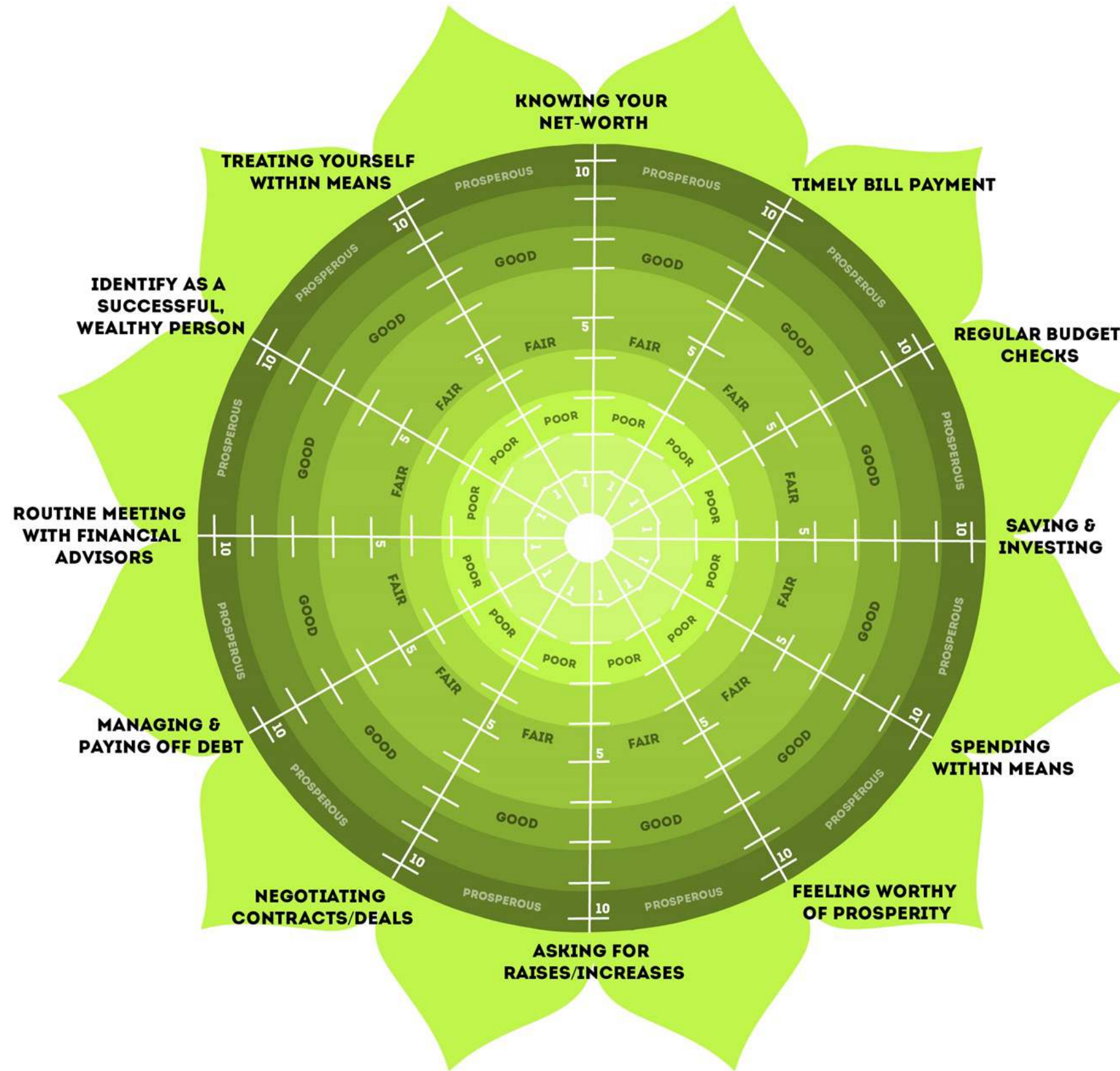
REALITY

Abundance

“Success is a state of mind. In order to be a success, you must first think of yourself as a success.”

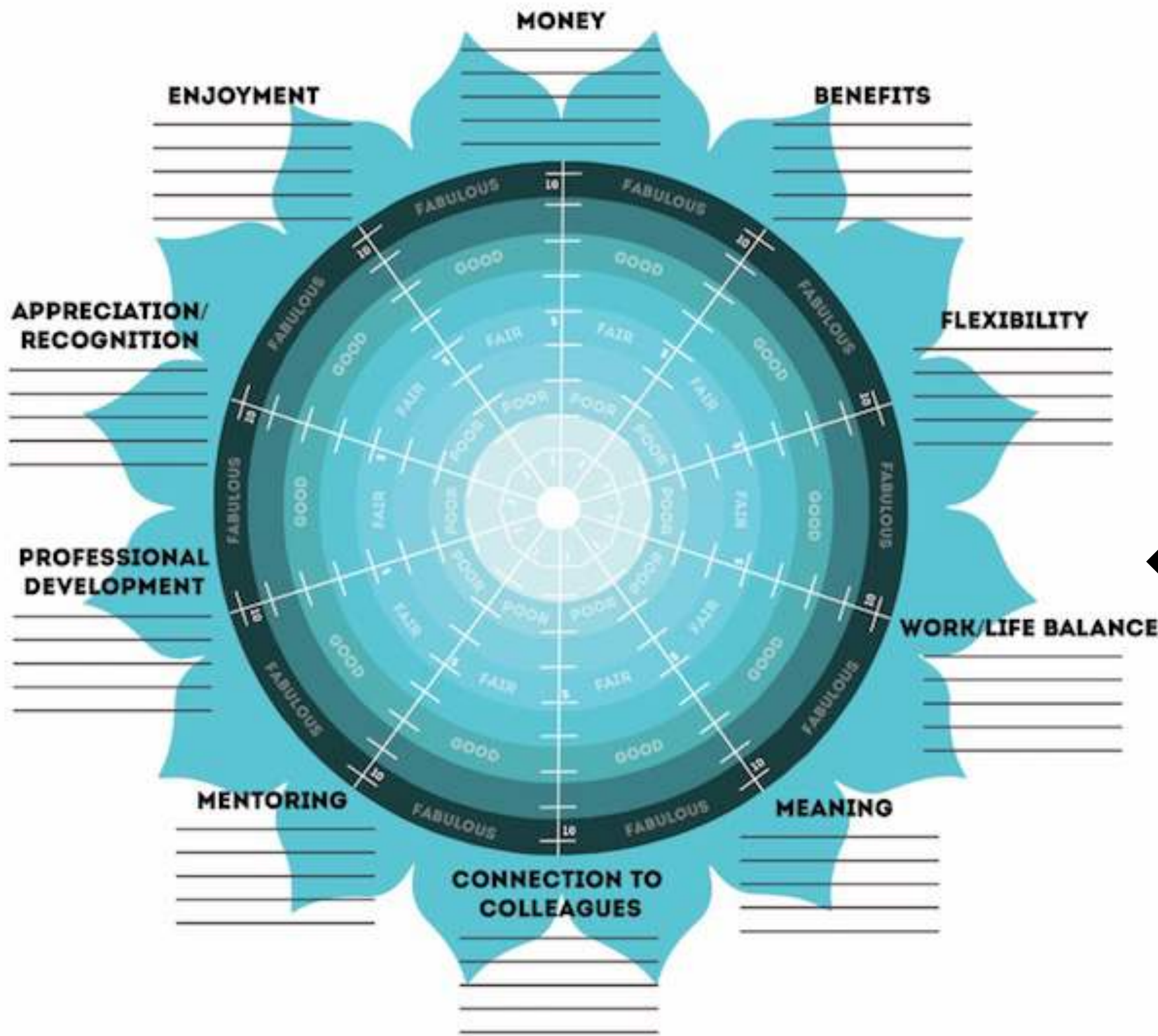
- *Dr. Joyce Brothers*





Financial Self Care Wheel Exercise

1-3 POOR, 4-6 FAIR, 7-8 GOOD, 9-10 PROSPEROUS



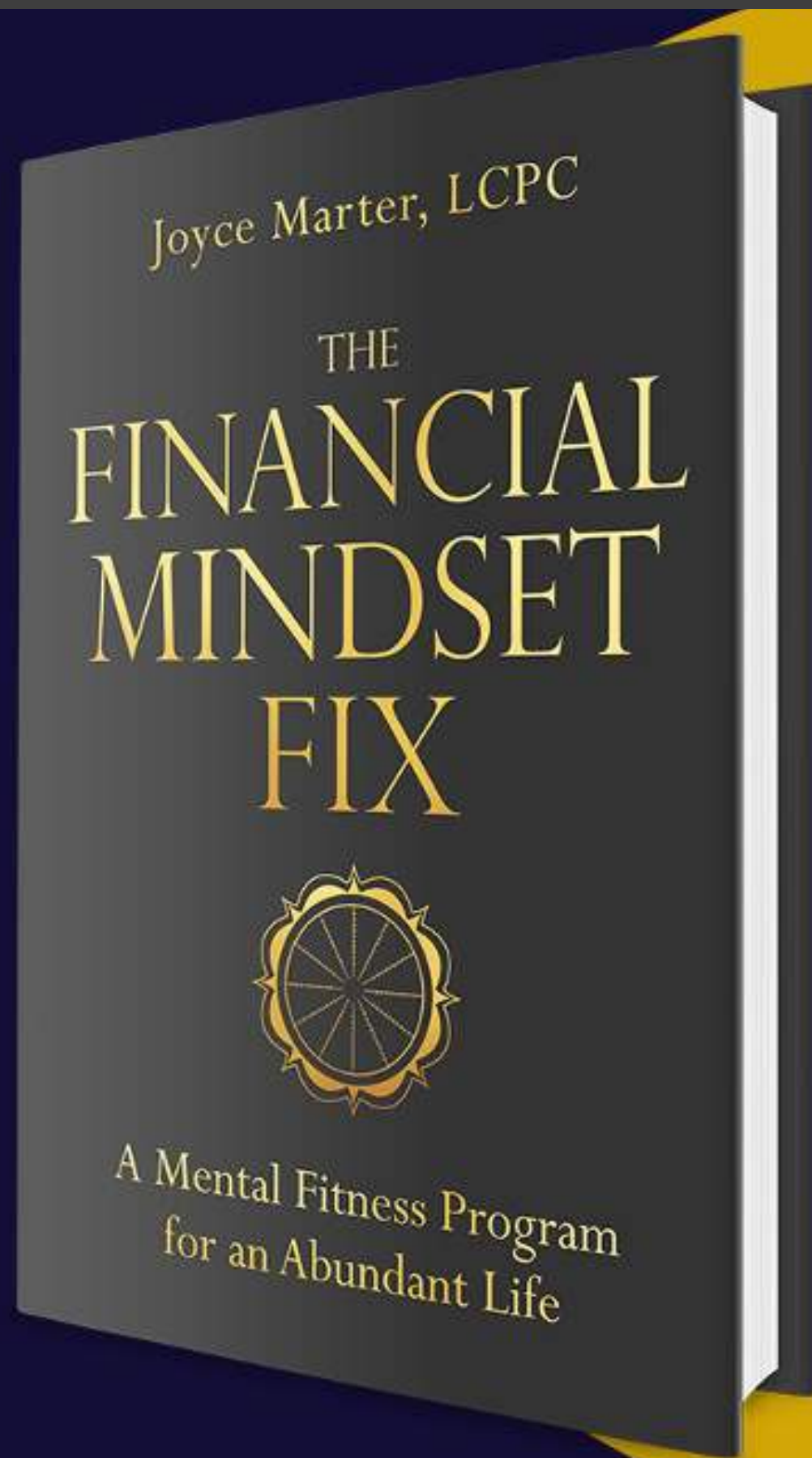
Professional Satisfaction Wheel

1-3 POOR, 4-6 FAIR, 7-8 GOOD, 9-10 PROSPEROUS

Open yourself up to a
life of greater
prosperity, joy,
and happiness

ORDER YOUR COPY OF THE
FINANCIAL MINDSET FIX TODAY!

Joyce Marter





Thank You!

What are you going to do now?

| KEEP (doing) | START (doing) | STOP (doing) |
|-----------------|------------------|-----------------|
| | | |



Resources

- Slides, Exercises, & Links



SCAN ME



Thank You!

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