

# Tools & Strategies for Work-Life Harmony





## Resources



*SCAN ME*

<https://qrco.de/beu1DV>

# The Surgeon General's Framework for Workplace Mental Health & Wellbeing



# NOAA's Intentions

- Provide autonomy over how work is done
- Make your schedule as flexible and predictable as possible
- Respect boundaries between work and non-work time
- Increase access to paid leave



**“Our intentions create our reality”**

**~Wayne Dyer, Author of the Power of Intention**

**What are your intentions for  
work-life harmony?**

# Cultivate a Vision of Work- Life Harmony

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- Know that change is possible
- Visualizations during meditation
- Create a vision board
- Share & discuss this vision with others
- Create systems of accountability



A woman with curly hair, wearing a grey knit beanie and a bright orange expedition jacket with patches, is smiling while working on a laptop. The jacket has patches for 'BAIE MARGUERITE', 'CHARCOT PIERRE 1<sup>er</sup> POLAROGRAPHES STORO BANKS DE FRANCE', and 'LE COMMANDANT CHARCOT POLARANT SHIP'. She is in a compact office space with a wooden desk, a monitor, and various items like a cardboard box and a printer in the background.

# Embrace Autonomy at Work

- **What you can control at work:**
  - Your own thoughts
  - Your own emotions
  - Your own behaviors
  - Your own choices
  - The way you organize yourself
  - How you manage your time
  - Self-care practices
  - Accessing support/ask for help
  - What else?

# Be Flexible at Work

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- Be able and willing to pivot
- Avoid rigidity
- Embrace compromise
- Think outside of the box
- Be open to trying new methods
- Be willing to reorganize priorities
- Focus on the good parts





**Lao Tzu:**

**If you realize that all  
things change,  
there is nothing you will  
try to hold on to.**



“I am flexible, bendable, & unbreakable like a reed in the wind.”

“This too, shall pass.”

“Breathe it in, breathe it out, let it go.”

“I am enough. I am doing enough.”

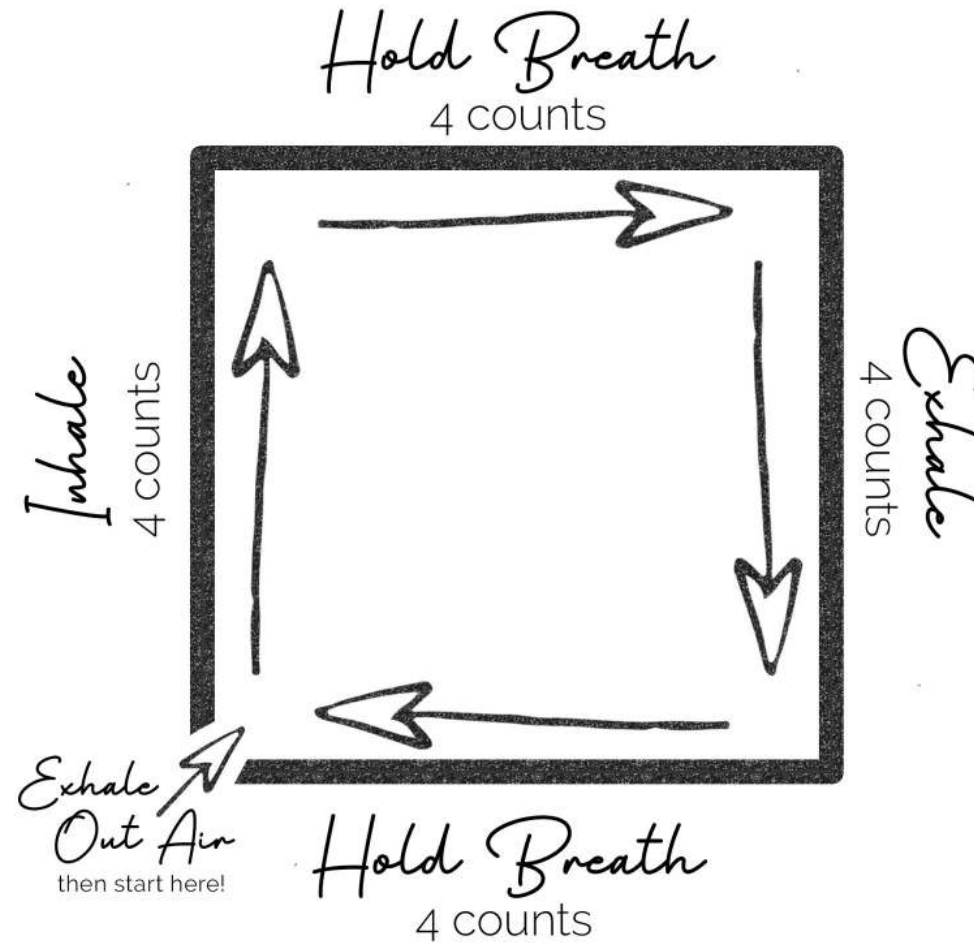
“I am a human being and I am doing the best I can do--and that is all I can do.”

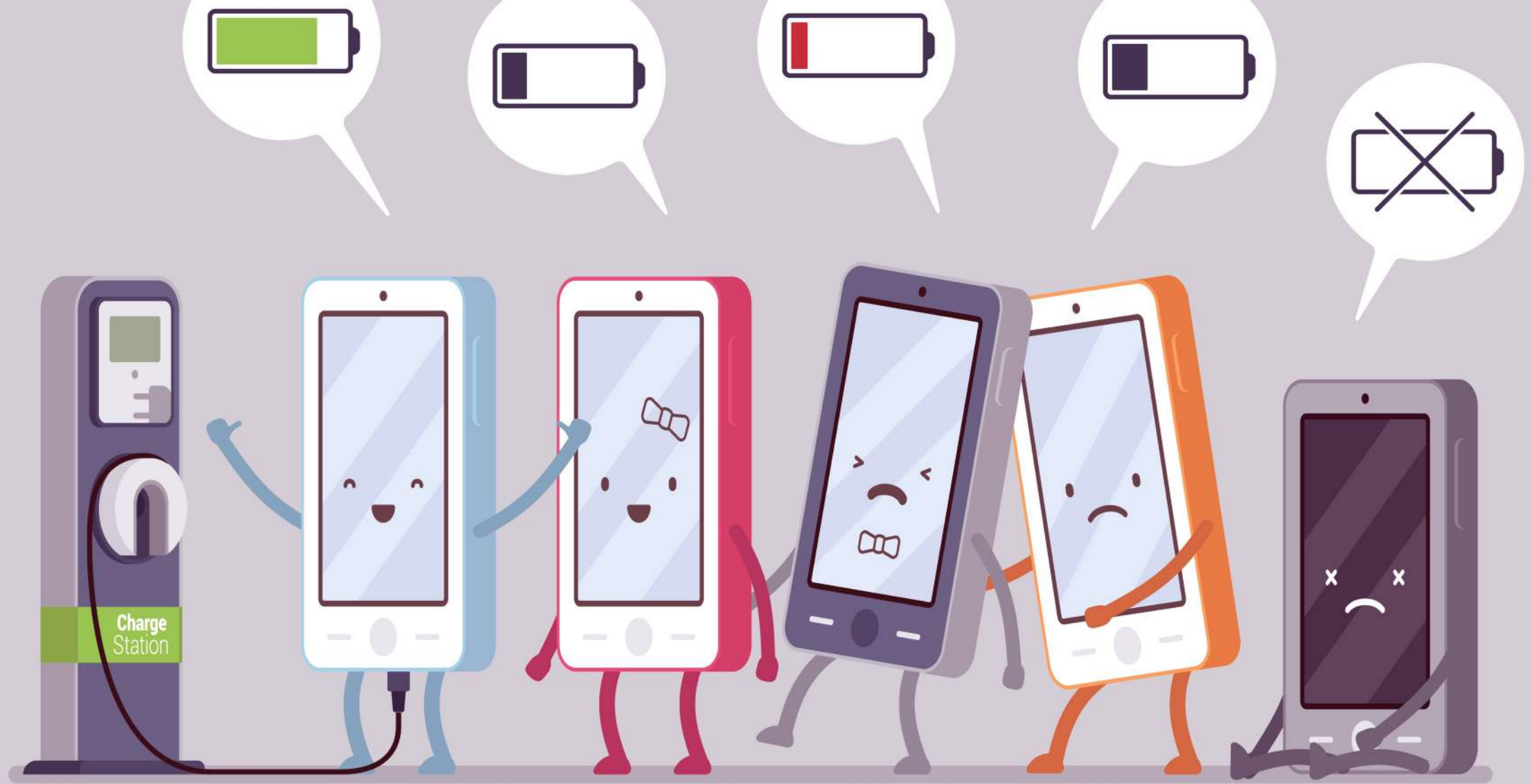
“I release all things that no longer serve me.”



**Embrace  
the Power  
of Mantra**

# Square Breathing





## Cell Phone Activity

# Work-Life Integration

- Have realistic expectations of self at home and work
- Dial down perfectionism
- Live according to your values
- Live and work mindfully
- Strive for balance, not perfection
- Embrace flexibility over rigidity



**Grant me the**  
**SERENITY**  
**to accept the things I cannot change and the**  
**COURAGE**  
**to change the things that I can and the**  
**WISDOM**  
**to know the difference.**

# 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 Work-Life Harmony

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- 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





# Prioritize Your Own Well-Being

- Honor your feelings, don't judge or ignore them
- Practice self-forgiveness
- Honor your personal priorities
- Keep asking, "Am I making the choices I want?"



# Time Management Strategies



- Organize
- Prioritize
- Plan
- Chunk related tasks
- Be a single tasker
- Delegate
- Simplify
- Set time limits
- Postpone
- Eliminate time wasters
- Beware of high time investment/low priority tasks

# Schedule in Your

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- Sleep
- Meals
- Self-care
  - Breaks
  - Exercise
  - Hobbies
- Support



# Use Assertive Communication

- Neither passive, aggressive, nor passive-aggressive
- “I” Statements
- Honest, direct, clear, and diplomatic
- Does not triangulate
- Face-to-face best, then voice to voice, etc.
- Avoid conflict over email or text
- Diplomacy & Respect



# Set Healthy Boundaries

- Information
- Time
- Financial
- Workload
- Physical
- Boundary Experts: [Cloud-Townsend Resources](#)
- Boundary Boss by Terri Cole



# Detach From

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



# Detachment Strategies

- Visualization of protective barrier
- Unhook from conflict
- Drop your end of the rope
- The Container Exercise
- Zoom out for greater perspective



# Mental Health Continuum

**In Crisis**

Very anxious  
Very low mod  
Absenteeism  
Exhausted  
Very poor sleep  
Weight loss

**Struggling**

Anxious  
Depressed  
Tired  
Poor performance  
Poor sleep  
Poor appetite

**Surviving**

Worried  
Nervous  
Irritable  
Sad  
Trouble Sleeping  
Distracted  
Withdrawn

**Thriving**

Positive  
Calm  
Performing  
Sleeping Well  
Eating normally  
Normal social  
activity

**Excelling**

Cheerful  
Joyful  
Energetic  
High performance  
Flow  
Fully realizing  
potential





# Mental Health Tips

- Choose a growth mindset
- Limit access to news
- Accept what you can't change
- Practice gratitude
- Connect with the breath, the senses & the body
- Start & end your day with self-reflection
- Commit to practice like meditation, yoga or unplugging and being in nature

# Key Components to Building Resilience

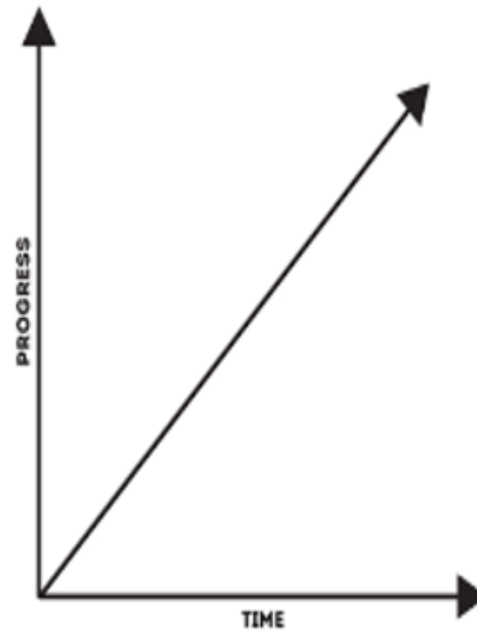
- Prioritize your mental health & wellbeing
- Access support/ask for help
- Strive for work/life balance
- Develop a sense of purpose/meaning in life that is beyond yourself



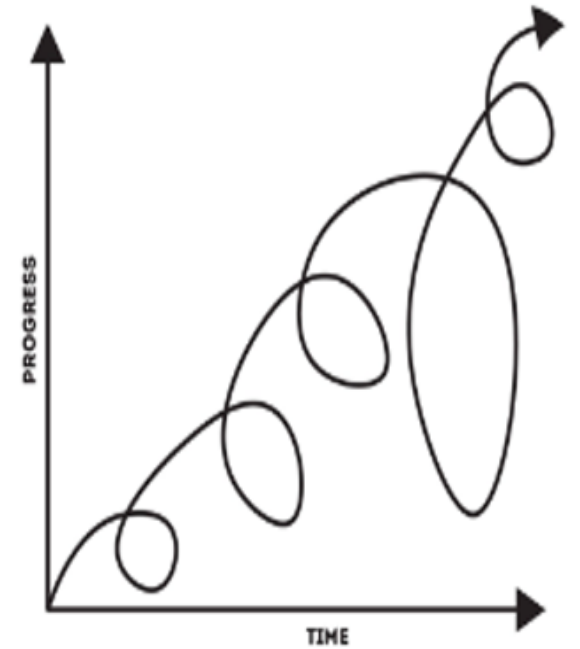
# Resilience

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

- *Eckhart Tolle*



WHAT WE EXPECT



REALITY





# Utilize Your Benefits

- PTO
- Sick benefits & FMLA for time as needed
- Insurance Benefits (Mental Health Parity Law)
- Flex Spending/Health Savings Accounts



# NOAA Mental Wellness Benefits

[FOH/EAP](#)

[Fisheries Wellness Corner](#)

[Fisheries Benefits Corner](#)

[Mindful NOAA](#)





# Mental Health Resources

- Text HOME to 741741 to connect with a [Crisis Counselor](#)
- [Community Mental Health Center Finder](#)
- [The Adam Project](#)
- [The Trevor Project](#) for Young LGBTQ Lives
- [NAMI HelpLine](#): 1-800-950-NAMI (6264)  
Text: 62640 Chat: [nami.org/help](https://nami.org/help)
- [Mental Health America](#)
- [National Institute of Mental Health](#)
- [Hope for the Day](#)
- [Depression and Bipolar Support Alliance](#)
- [Substance Abuse and Mental Health Services Administration \(SAMSA\) Helpline](#)
- [National Suicide Prevention Lifeline](#): **CALL 988**»Hours: Available 24 hours» Languages: English, Spanish



# Free Self Test Tools

- [psychologytoday.com/us/tests](https://psychologytoday.com/us/tests)
- [psychcentral.com/quizzes/](https://psychcentral.com/quizzes/)
- [Psychology Today Burnout Test for Service Fields](#)





**“GRAND PRIZE WINNER”**  
2023 Next Generation Indie Book Awards

**“BEST IN SELF-HELP”**  
2023 Next Generation Indie Book Awards

**“GOLD MEDAL WINNER”**  
Readers' Favorite Book Reviews and Awards  
Independent Publisher Book Awards  
Global Book Awards

**“DYSINGER AWARD FOR OUTSTANDING PUBLICATION IN COUNSELING”**  
Illinois Counseling Association

**“CATEGORY FINALIST”**  
The Eric Hoffer Book Awards!

**“RUNNER-UP IN NON-FICTION”**  
San Francisco Book Festival

**“HONORABLE MENTION - GENERAL NONFICTION”**  
Southern California Book Festival  
Hollywood Book Festival  
New York Book Festival  
London Book Awards  
Los Angeles Book Festival  
Paris Book Awards



**SUCCESS is to live openly, authentically, & lovingly in alignment with the highest good of self & others – to the greatest extent possible.”**

**Joyce Marter**

[joyce-marter.com](http://joyce-marter.com)



# Thank You!

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