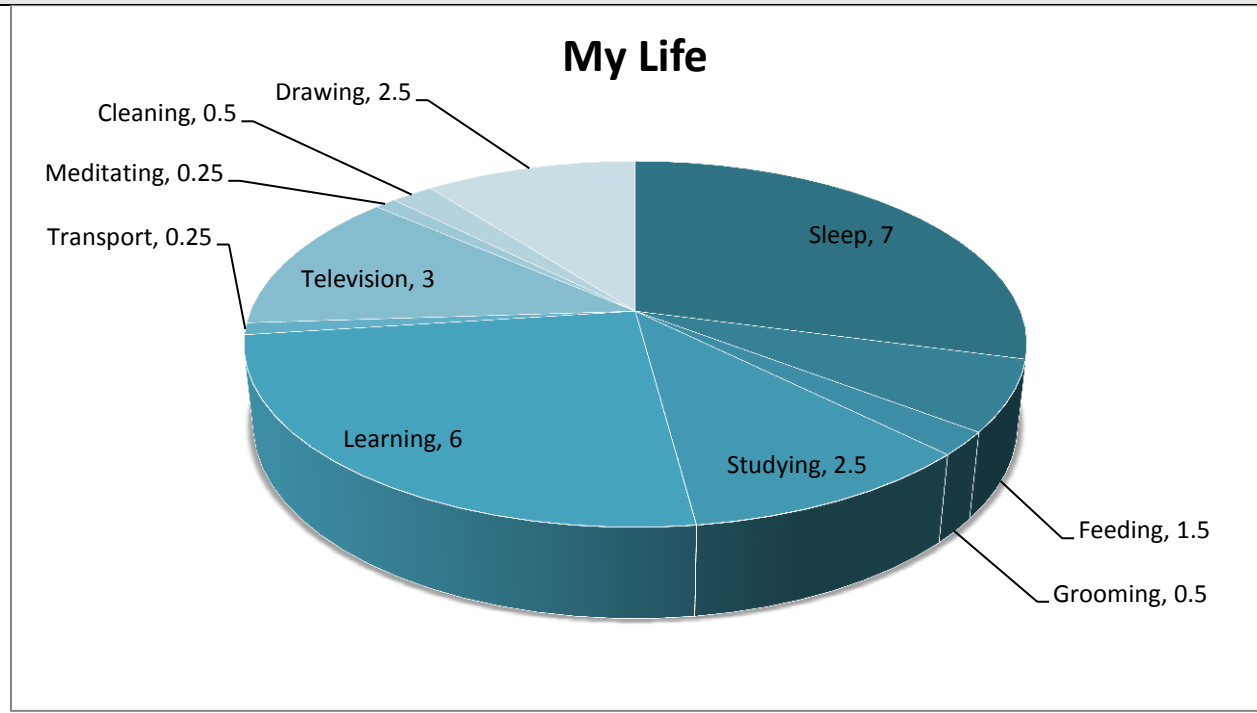


## TASK 1: WORK-LIFE BALANCE

### A) How I Spend My Day

1. On a piece of paper, list all the activities (sleeping 8h, studying 2h, eating, cooking, etc.) that you do in a day with the amount of hours beside them. (Note there are only 24 hours in a day.)

2. Go to insert -> Chart -> Pie -> Select any style. Excel document will pop up and input your values. Ensure that you enter hours in your table. (**Remember** your total hours cannot exceed 24.)



### Reflection: My Life, What I want it to look like.

The first Pie-Chart is a representation of my life right now, and it is not to my satisfaction. This is because even though it is mostly organized and filled with healthy activities that take up (for the most part) a healthy amount of time, I feel the need to expand and correct my behaviors throughout the day to make it more productive. This would include activities that are both extra things I can do with my time to benefit me, like exercise, and other tasks that I should touch on more often, such as drawing for commission, and expanding my time on chores and other responsibilities that I already have. In addition, I feel it is appropriate that I should cut down time on leisure, as it is excessively large.

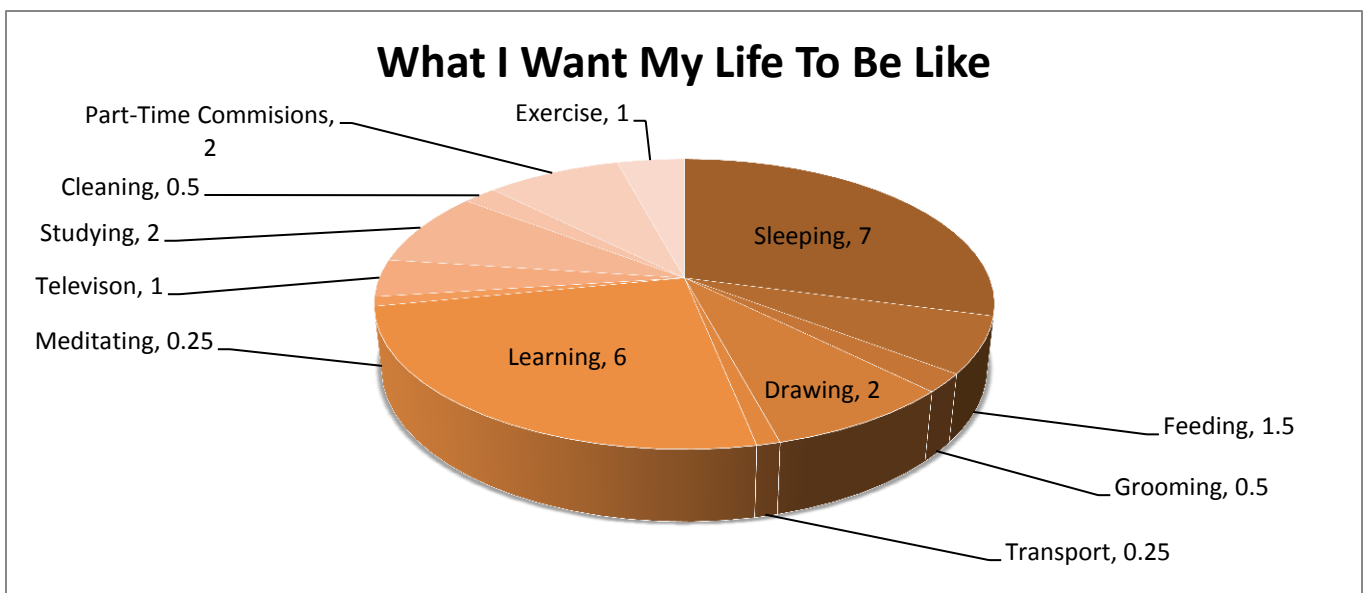
In the second pie chart, I have chosen to input two extra categories: "Exercise", and "Part-Time Commissions". I have also cut down time with leisure to make room for these other categories. This change will make me more productive, and help me lead a more responsible life.

Reflect on your Graph:

### B) How I Want to Spend My Day

1. Now you know how you spend your day. Create another pie chart that shows how you would like to spend your day.

2. Go to insert -> Chart -> Pie -> Select the 1<sup>st</sup> pie. Excel document will pop up and input your values. Ensure that you enter hours in your table. (**Remember** your total hours cannot exceed 24.)



## TASK 2: READ-DISCUSS-REFLECT

### 1) How do these ideas benefit employees and make a better work-life balance?

These ideas are cornerstone in the daily life of the employee and employer. If the people in the workplace know how to work to maintain a proper work-life balance, then they will be able to lead healthy, happy, and productive lives.

Employers must be able to enforce these conditions in order for the employees to take flight in the workplace.

Their day will be spent with enough time to finish the appropriate amount of tasks, which will lead to being able to spend enough time for themselves to manage their personal lives, and take care of their needs.

**Lesson 4: Work-Life Balance and Benefits**

In conclusion, these employees will understand that in order to be healthy, and maintain a productive, healthy life, their employers should be required to inform them how to balance their lives properly.

**2) Which of these ideas are most helpful?**

The article had made a point to include that the managers play an integral part in the whole "work-life balance" aspect. They are almost entirely responsible for the imposition of these advantageous rules, and the employees would have a hard time assuming these rules without the employee.

The article states:

*"(It is important to) Train line managers to recognize signs of overwork. Supervisors can spot increasing error rates, absenteeism and signs of stress-related burnout more easily than anyone else in the organization. Employees who show these signs of a poor work-life balance can be referred to employee-assistance programs"*

This is evidence that it is indeed the employers that need to have tighter supervision to help these employees lead a healthier life.

**3) Which of these ideas are least helpful?**

In this article, the author includes that the companies should have free gift-wrapping for holidays and special occasions. This (in my opinion) is completely irrelevant to having a work life balance, as gift wrapping does not generally interfere with this balance. Wrapping a gift does not consume enough time to affect the balance of the average employee's life.

To think on the flip side of the argument, the article would make a good point to include a way for the employees to spend more time with their families, as this would be a good way to cut down on "work". In reality, gift wrapping is sometimes considered as an activity that is done with one's family; hence cutting out the activity altogether is redundant.

Therefore, the article does not need to mention such needless points, because of its irrelevancy.

**4) Make 3 suggestions to help improve the work-life balance**

1: An important part of the work-life balance is **the ability to be motivated to lead a healthy life**. This sort of endeavor is one of the most important ones when learning how to lead a balanced life. This is impacted by the employer, as they are the ones who are most influential to the employees.

2: The employees must **fully understand the benefits** of the balance. This also goes hand-in-hand with the former rule; the understanding of the balance, because once they understand it, they will be able to gain more motivation to succeed in this.

3: They must surely **reward themselves, and recognize what they are achieving**. This is the final step, and also contributes to the motivation, and understanding of the balance.

## TASK 3: THINK and REFLECT

What are the 3 most useful things you have learned today? (*Use full sentences.*)

Three of the most useful things that I have learned today are that, one, employees must be in charge of the work life balance, that one should not over-work themselves; it will result in death, and that I write with way too many redundant adjectives and adverbs, because it just provides more work for me, and I might die.