CIGFARO
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Government Finance, Audit & Risk Officers

WORK LIFE BALANCE

14 JUNE 2023

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WHAT DOES IT MEAN TO BE A BALANCED PROFESSIONAL?

Improving your work-life balance can potentially improve your overall well-being, including your physical, emotional, and mental health.

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FACTS ABOUT WORK LIFE BALANCE

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- Employers and employees might associate long working hours with increased productivity, however many researchers say otherwise.

- A 2014 study, for example, found that after workers hit a certain number of hours, their productivity began to decrease as the potential for mistakes and injuries increased .

- Achieving a healthy work-life balance, therefore, can not only potentially reduce stress and improve emotional states but also increase overall productivity and employers' bottom line.

WAYS TO IMPROVE YOUR WORK-LIFE BALANCE

- Pause and evaluate
- Assess your priorities
- Time management
- Establish boundaries

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WHAT IS MENTAL HEALTH?

- Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act.
- It also helps determine how we handle stress, relate to others, and make choices.
- Mental health is important at every stage of life, from childhood and adolescence through adulthood.

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MENTAL HEALTH IN THE WORKPLACE

Mental health in the workplace

A psychologically healthy workplace is a respectful and productive environment that makes every reasonable effort to promote and protect the mental health of employees.

Employers are responsible for protecting the health and safety of employees

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MANAGING MENTAL HEALTH THROUGH EMOTIONAL INTELLIGENCE

Emotional Intelligence is a person's ability to understand his/her own emotions, the emotions of others, and to act appropriately using these emotions.

Emotional Intelligence involves thinking "intelligently" about our emotions and how they impact on thoughts and behavior.

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THE BENEFITS OF EMOTIONAL INTELLIGENCE IN THE WORKPLACE

Include:

- Being able to better understand nonverbal cues,
- Properly adjust your behavior,
- Make good decisions and become a respected leader.

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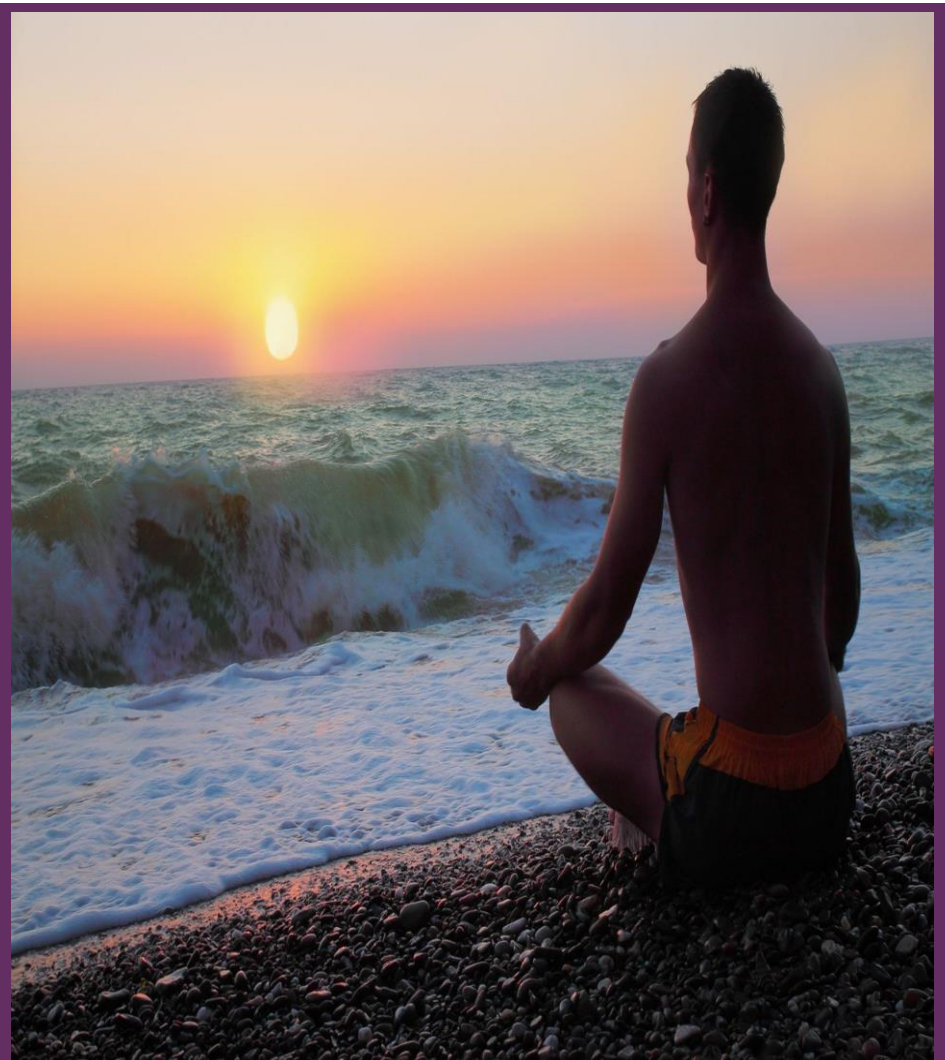
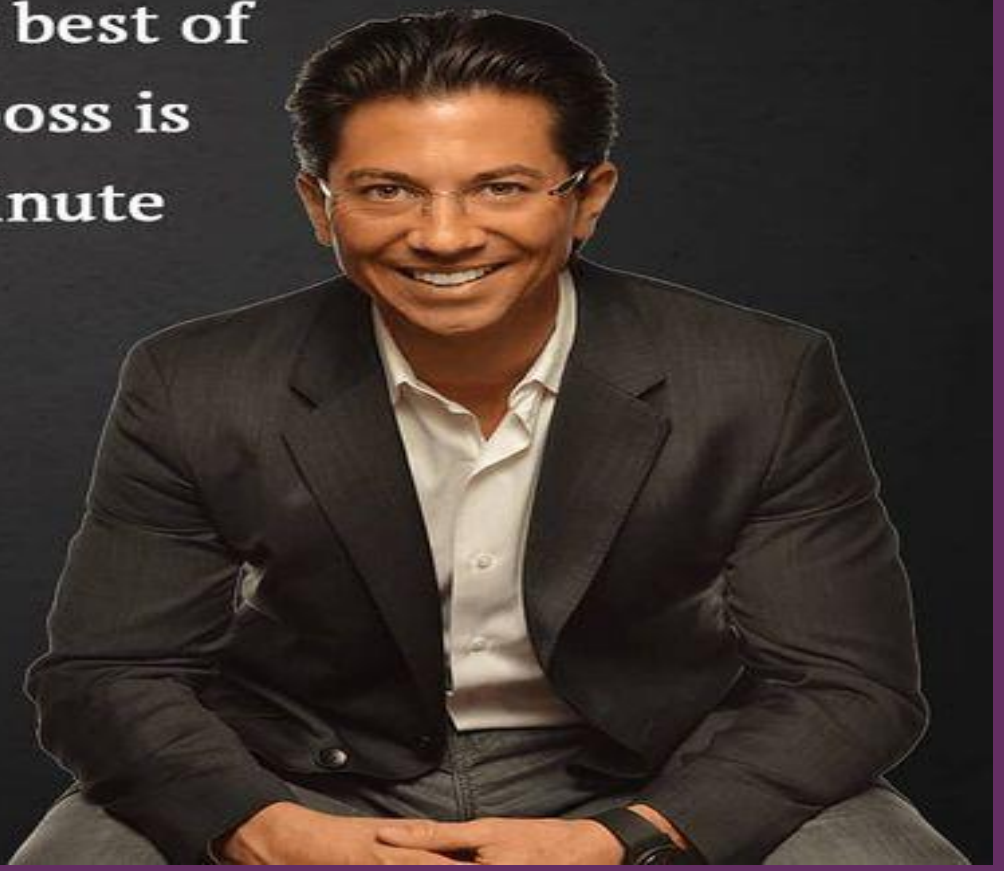
COPING MECHANISMS



- Acknowledge: Acknowledge how you feel (reflection journal),
- Take: Take time off,
- Exercise: Exercise regularly,
- Eat: Eat healthily,
- Find: Find an outlet for stress,
- Set: Set boundaries,
- Engage in: Engage in Self Care,
- Be: Be mindful of your thought patterns,
- Speak: Speak to a professional.

WORK ETHIC

"Successful people, whether they're working for somebody else or working for themselves, do whatever they do to the best of their ability – as if the boss is watching them every minute of every day."



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WHAT IS ETHICAL BEHAVIOR?

- Ethics in the workplace is defined as the moral code that guides the behavior of employees
- With respect to what is right and wrong in regard to conduct and decision making.

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ETHICAL PRINCIPLES IN THE WORKPLACE

- Punctuality.
- Following rules of conduct.
- Respecting other people.
- Maintaining a professional demeanour.
- Exercising accountability.
- Delivering high-quality work.
- Serving the customer
- Meeting deadlines.
- Respecting the authority of supervisors.

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No ethic is as ethical
as the work ethic.

John Kenneth Galbraith

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It just a bad day
not a bad life ...