

Work-life balance: Stop trying to do it all

Adaptive module

~20 min

Days are too full, and personal time is still the first thing people sacrifice. This module starts from a blunt observation: balance doesn't come from better organization; it requires giving things up. It gives learners three concrete keys: making the call between requests, handing off to a colleague or an AI without losing the time saved, and making certain time for themselves non-negotiable. It also reminds managers that a team only feels entitled to balance if its manager does too.

LEARNING OBJECTIVES

- 01 Distinguish your priorities from your obligations, then sort incoming requests: accept, decline, delegate, or defer.
- 02 Separate what is truly urgent from what is merely loud, and communicate your choices without over-justifying them.
- 03 Hand off without guilt: give work to a colleague and automate the tasks that weigh on you, without slipping into constant supervision.
- 04 Protect time for yourself as a non-negotiable commitment, and allow your team the same when you manage one.

WHO IT'S FOR

Anyone who wants control of their schedule, and managers responsible for their team's balance.

- **Prerequisite:** none

HOW THE MODULE WORKS

Self-paced, with practice tailored to each learner.

- 1 **Self-assessment:** on 9 dimensions, to gauge current habits and guide the practice.
- 2 **Expert video:** 10 minutes, with 3 pauses for reflection.
- 3 **Practice scenarios:** the first 2 chosen from the self-assessment, then 16 optional ones. Every answer gets feedback: what it leads to, and one way to improve.
- 4 **Dated commitment:** one action to try, written by the learner or picked from the suggestions.
- 5 **Memo to download:** key takeaways, questions, commitment, personal notes and checklists.

ASSESSMENT AND COMPLETION

Pass mark: 80%

The score takes into account your answers to the practice scenarios, your commitment and, where relevant, any additional learning activities. Passing requires a commitment and a score of at least 80%.

METHODS & MODELS

- Self-determination theory (Deci & Ryan), as the basis for the criteria of work-life balance
- The "truly urgent vs merely loud" distinction, inspired by the Eisenhower matrix
- The Afthonios method: 3 keys to balance (choosing/giving up, handing off, setting aside time for yourself)
- The Afthonios method: a grid for sorting requests (accept / decline / delegate / defer)

SOURCES & REFERENCES

- Deci & Ryan, self-determination theory (1985/2000): three basic needs – autonomy, competence, and relatedness
- Eisenhower matrix (urgent/important), for sorting priorities
- Bronnie Ware, "The Top Five Regrets of the Dying" (blog 2009, book 2011)
- Sonnentag & Fritz (2007) – detachment from work and recovery