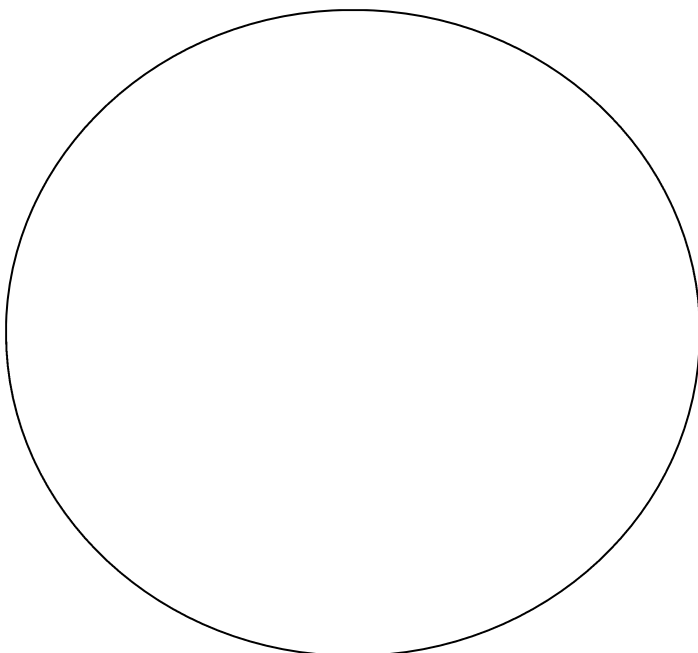


Balancing Work and Home

The circle on this page represents your whole life, all twenty-four hours of every day of the week. The circle can't get any bigger; all of your time and energy is contained within it. Working quickly, draw your life inside the circle, using the following guidelines:

- * First, by drawing pie slices, divide the circle into the major areas of your life -- work, family, school, social, sleep -- whatever takes up a significant portion of your time and energy.
- * Next, within each area, label all the competing obligations and uses of your time in that area. For example, "family" might contain kids, spouse and parents. "Work" might contain meetings, deadlines and paperwork. "Home" might contain cleaning, paying bills, watching TV, and reading.
- * Embellish your drawing to show how each area affects the others. Use shadings to show areas that overlap or "Swiss cheese holes" to represent pieces taken out of the time, such as work calls received at home. Use arrows to symbolize "border raids" where one area intrudes on another.



Look at your completed circle and answer the questions on the next page.



What patterns do you see? _____

Which areas are too big? _____

Which areas are too small? _____

Do you see overlaps that are good? Such as beneficial work relationships that infringe on your personal time? _____

What does your completed circle say about your overall life balance? _____



If you or a family member is experiencing difficulty with balancing home & work, consider seeking assistance from Continuum EAP. You can contact us a 402-476-0186 or 800-755-7636 to make a confidential appointment.