



2024 National Order of the Arrow Conference

Session: Work Life Balance: Giving Back

Session Length: 45 minutes

Session Description

This 45-minute session is designed to help participants find a harmonious balance between their professional life and personal aspirations, particularly in the context of contributing to their community or causes they are passionate about. Participants will explore strategies for effectively managing time and commitments, setting boundaries, and prioritizing self-care while staying actively involved in volunteer work or community service. Learners will gain insights into integrating philanthropic activities with their career, understanding the benefits of giving back for personal growth and professional development. This session is ideal for individuals seeking to make a positive impact in their community without compromising their professional responsibilities and personal well-being.

Learning Outcomes

Outcome 1: Understand the importance of work-life balance and how volunteerism fits in.

Outcome 2: Learn strategies for effective time management and setting boundaries.

Outcome 3: Discover the benefits of volunteer work for personal and professional growth.

Outcome 4: Develop a personal action plan to integrate volunteerism into their lives.

Theme Connection: Seek New Heights

Attendees will be challenged to seek to utilize the session's Personal Balance Plan Handout in concert with the in-session Balance Assessment Activity to create optimum work like balance, allowing them to discover new heights.

Facility and Material Needs

Facility Needs

Is this session remote delegate-compatible? Yes
(ie. can the material be engagingly taught via live stream)

Does this session need audio/video (AV) capabilities? Yes
(ie. projector)

Are there any other specific facility needs for this session? No
(ie. movable chairs, panel-style seating, etc.)

Material Needs

Material	Quantity	Source
N/A		

Session Preparation Steps

Step 1: Update Template Theme and Slides 2, 11, and 12 for Content.

Step 2: Create notecards or other preferred presenter notes to assist with delivery.

Step 3: Review listed resource links and update with more recent sources, as needed.

Step 4: Prepare updated handouts with any new links identified in Step 3 and make copies for distribution post-session. The handouts used for the 2024 sessions are included at the end of this syllabus.

Additional Staff Members

Trainer Name	Email	Phone #

Lesson Plan

Meet Your Trainer

1 minute

Slide 2

Introduction and Objectives

2 minutes

Slide 3

- Understand the importance of work-life balance and how volunteerism fits in.
- Learn strategies for effective time management and setting boundaries.
- Discover the benefits of volunteer work for personal and professional growth.
- Develop a personal action plan to integrate volunteerism into their lives.

Topic 1: The Importance of Work-Life Balance

8 minutes

Slide 4

- Define work-life balance.
- Benefits for physical health, mental well-being, and productivity.
- Discuss common challenges adults face in achieving work-life balance.
 - Heavy Workloads: Excessive job demands and unrealistic deadlines.
 - Technological Intrusion: Constant connectivity due to smartphones and laptops.
 - Personal Commitments: Family responsibilities, social obligations, and personal aspirations.
 - Lack of Boundaries: Difficulty in separating work and personal life.
- Signs of imbalance: stress, burnout, decreased job satisfaction, lack of time for personal activities.
- Introduce the concept of integrating volunteer work as part of a balanced life.

Topic 2: Assessing Your Current Balance

5 minutes

Slide 5

Activity

Materials Needed: Self Assessment Handout

Length of Activity: 5 minutes

Activity Description: Participants will answer 15 questions to gain insight into their current work life balance status

- Self-Assessment:
 - Conducting a personal work-life balance audit.
 - Identifying areas of imbalance.
 - Recognizing stressors and energy drainers.
- Setting Priorities:
 - Clarifying personal and professional goals.
 - Identifying core values and priorities.

Topic 3: Strategies for Achieving Work-Life Balance

10 minutes

Slide 6

- Time management:
 - Prioritizing tasks : Eisenhower Matrix (refer to handout)
 - Tools such as time blocking, calendars, to-do lists
 - Setting realistic goals: Goals for both work and personal life are clearly defined and achievable (SMART)
- Setting boundaries:
 - Learning to say no.
 - Setting clear limits on work hours.
 - Protecting personal time: Strategies such as designated work hours, turning off work notifications
- Effective Communication:
 - Communicating boundaries and expectations with employers, colleagues, and family.
 - Assertiveness in discussing workload and deadlines.
- Self-Care:
 - Importance of physical activity, healthy eating, and adequate sleep.
 - Incorporating mindfulness and relaxation techniques.
 - Prioritizing hobbies and interests.
- Avoiding Perfectionism:
 - Set realistic expectations and goals.

- Focus on progress, not perfection.
- Pursuing Hobbies and Interests:
 - Make time for activities that bring joy and relaxation.

Topic 4: Benefits of Volunteerism

5 minutes

Slide 7

- Personal growth:
 - Building skills and experience.
 - Personal fulfillment.
 - Community impact.
 - Enhancing well-being and life satisfaction.
- Professional development:
 - Networking opportunities.
 - Developing leadership skills.
 - Enhancing your resume.

Topic 5: Integrating Volunteerism into Your Life

5 minutes

Slide 8

- Finding the Right Opportunity:
 - Identifying causes you are passionate about.
 - Matching your skills and interests with volunteer opportunities.
- Making volunteering a part of your routine:
 - Scheduling regular volunteer activities.
 - Combining volunteer work with family and social activities.

Conclusion and Q&A

5 minutes

Slide 9

- Open the floor for questions and discussion.
- Summarize key takeaways.

Takeaway Challenge Activity: Personal Balance Plan

4 minutes

Slide 10

- **Objective:** Each participant will be challenged to create a personalized plan to improve their work-life balance. A handout to guide this plan will be provided.
- **Steps:**
 - **Self-Assessment:** Write down current stressors and challenges in balancing work and life.
 - **Identify Priorities:** List the most important personal and professional commitments.
 - **Set Boundaries:** Define clear boundaries between work and personal time.
 - **Plan Breaks and Self-Care:** Schedule daily breaks, exercise, and mindfulness practices.
 - **Communication Strategy:** Develop a plan for communicating boundaries and needs with family and colleagues.

Appendix: Resources and Source Material

Resource	Link
Order of the Arrow, Mission & Purpose	Available online at: https://oa-bsa.org/about/mission-purpose
Better Up, What is Work-Life Balance?	https://www.betterup.com/blog/work-life-balance
Cornerstone University, MUST KNOW STRATEGIES FOR ACHIEVING WORK-LIFE BALANCE	https://www.cornerstone.edu/blog-post/must-know-strategies-for-achieving-work-life-balance/
Forbes, Five Strategies for Improving Work-Life Balance	https://www.forbes.com/sites/forbesbusinesscouncil/2023/02/27/five-strategies-for-improving-work-life-balance/?sh=20dfb1c0a745o
Hubspot, 5 Secrets to Achieving Work-Life Balance, According to HubSpot Employees	https://blog.hubspot.com/marketing/work-life-balance-tips

Work-Life Balance Assessment

I find myself spending more and more time on work-related projects.	☐ True	☐ False
I often feel I don't have any time for myself, or for my family and friends.	☐ True	☐ False
No matter what I do, it seems that often every minute of every day is always scheduled for something.	☐ True	☐ False
Sometimes I feel as though I've lost sight of who I am and why I chose this job/career.	☐ True	☐ False
I can't remember the last time I was able to find the time to take a day off to do something fun, something just for me.	☐ True	☐ False
I feel stressed out most of the time.	☐ True	☐ False
I can't even remember the last time I used all my allotted vacation and personal days.	☐ True	☐ False
It sometimes feels as though I never even have a chance to catch my breath before I have to move on to the next project/crisis.	☐ True	☐ False
I can't remember the last time I read, and finished, a book that I was reading purely for pleasure.	☐ True	☐ False
I wish I had more time for some outside interests and hobbies, but I simply don't.	☐ True	☐ False
I often feel exhausted, even early in the week.	☐ True	☐ False
I can't remember the last time I went to the movies or visited a museum or attended some other cultural event.	☐ True	☐ False
I do what I do because so many people (children, partners, parents) depend on me for support.	☐ True	☐ False
I've missed many of my family's important events because of work-related time pressures and responsibilities.	☐ True	☐ False
I almost always bring work home with me.	☐ True	☐ False

Give yourself 1 point for each "true" response. A higher number of "true" responses may indicate a need to make changes in your lifestyle.

If you scored...

0-2 You have a good balance between life and work; continue working to guard that balance.

3-5 Your work/life balance is teetering on the edge, now is the time to make changes before the problems and stress become overwhelming.

5+ Your life is out of balance and you may feel overwhelmed; take immediate action to bring better balance to your life and improve your wellness.

The Eisenhower Matrix

	Urgent	Not Urgent
Important	Tasks that need immediate attention and have high importance. Think 'emergency medical issue' or a 'work project due tomorrow.'	Long-term tasks that are crucial but not time-sensitive. These are often bigger life goals, like 'save for a house' or 'plan family vacation.'
Not Important	Tasks that need quick action but won't doom you if they're not accomplished, like answering a colleague's non-urgent email.	Tasks that would be nice to get to but aren't a priority, such as 'rearrange the living room.'

The Eisenhower Matrix: Your Step-By-Step Guide

Step 1: The Brain Dump

Begin with a brain dump of all your tasks. Just jot down everything you need to do, no filter.

Step 2: Categorize Your Tasks

Based on your initial list, categorize your tasks into the four Eisenhower Matrix quadrants:

Quadrant 1 (Yellow): Urgent & Important

Tasks that need immediate attention and have high importance. Think 'emergency medical issue' or a 'work project due tomorrow.'

Quadrant 2 (Green): Important but Not Urgent

Long-term tasks that are crucial but not time-sensitive. These are often bigger life goals, like 'save for a house' or 'plan family vacation.'

Quadrant 3 (Blue): Urgent but Not Important

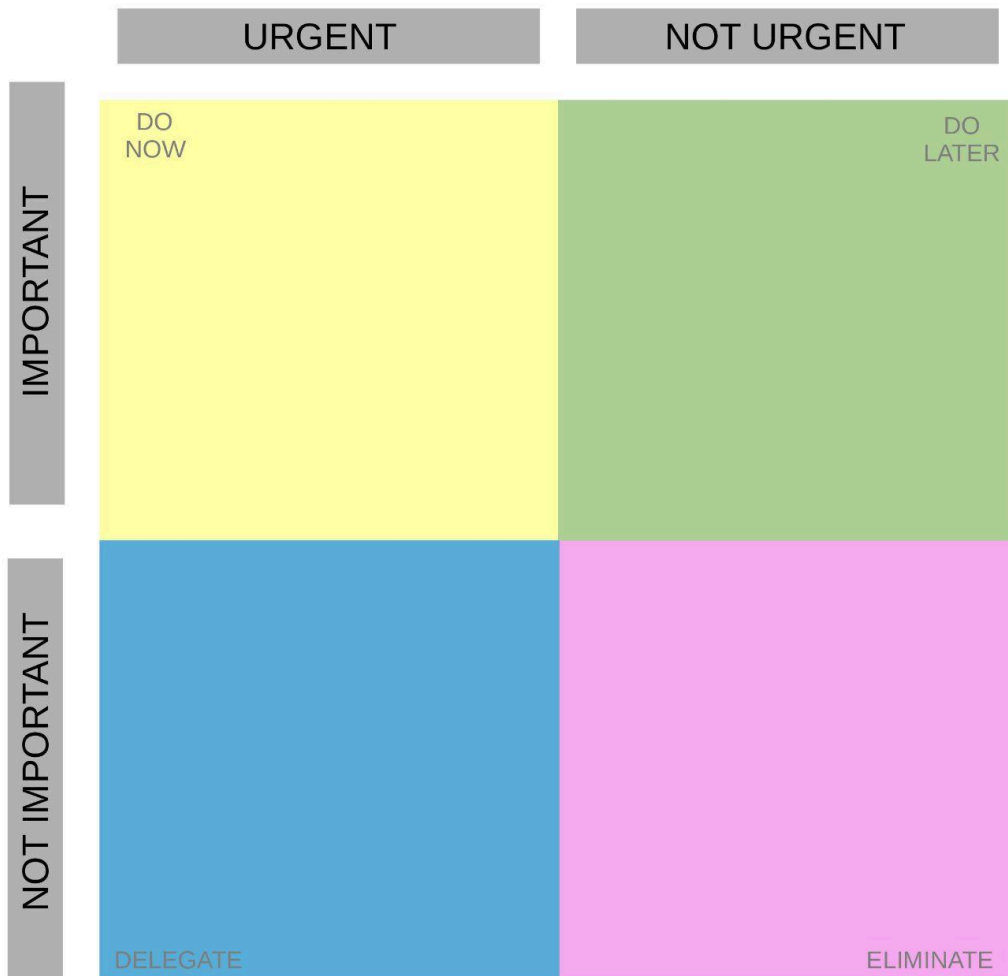
Tasks that need quick action but won't doom you if they're not accomplished, like answering a colleague's non-urgent email.

Quadrant 4 (Pink): Neither Urgent nor Important

Tasks that would be nice to get to but aren't a priority, such as 'rearrange the living room.'

Step 3: Prioritize Tasks in Each Quadrant

Now that your tasks are sorted into quadrants, it's time to prioritize within each list. Number your tasks in order of importance within each quadrant. This will give you a clear roadmap of what to tackle first.



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Activity: Personal Balance Plan

Objective: Each participant will create a personalized plan to improve their work-life balance.

Steps:

Self-Assessment: Write down current stressors and challenges in balancing work and life.

Identify Priorities: List the most important personal and professional commitments.

Set Boundaries: Define clear boundaries between work and personal time.

Plan Breaks and Self-Care: Schedule daily breaks, exercise, and mindfulness practices.

Communication Strategy: Develop a plan for communicating boundaries and needs with family and colleagues.

WORK-LIFE BALANCE GIVING BACK

Must Know Strategies for
Achieving Work-Life
Balance (Cornerstone)



Five Strategies for
Improving Work-Life
Balance (Forbes)



The Best Meditation
Apps (NY Times)



9 Tips for Setting
Healthy Boundaries
(Calm)

