

A top-down photograph of a workspace. A person wearing a red long-sleeved shirt is holding a red cup of coffee with both hands. The desk is dark grey and contains a silver laptop, a black calculator, a spiral-bound notebook, two red paper clips, and a small green succulent in a white pot. A pair of glasses is resting on the laptop keyboard. A semi-transparent grey box with white text is overlaid on the bottom left of the image.

Work life balance

Managing your time well

balance



Structure

5 helpful tips

Some useful tips to help us achieve a better work life balance

12 Virtues

Organising your time according to Benjamin Franklin's virtues.

Work life vocabulary

Some useful vocabulary to improve your fluency

Time vocabulary

Vocabulary to help you manage your time better

Building arguments

Using advanced structures to express an opinion

Useful idioms

Some expressions to improve your vocabulary.



8

Number of paid holidays an average US employee has

1686

Hours of work per year for an average employee in Spain

77%

People who say that work life balance is very important

What is work-life balance?

- **Time management:** Efficiently organizing and prioritizing tasks, ensuring that you allocate enough time for work responsibilities as well as personal pursuits, such as spending time with family, engaging in hobbies, or pursuing personal goals
- **Stress management:** Implementing strategies to manage stress levels, such as practicing mindfulness, engaging in regular physical activity, taking breaks, and unplugging from work-related activities when needed
- **Flexibility:** Having the ability to adapt and adjust your schedule to accommodate unforeseen circumstances or personal needs without jeopardizing work commitments

- Constant overwork
- Neglected personal life
- Burnout
- Lack of self-care
- Strained relationships

Signs of an unhealthy
work-life balance



1. Plan ahead

- Achieve long term goals.
- Adapt to unexpected events.
- Maintain productivity.

2. Set blocks of time

Designate a time to check (and respond to) messages, a time to take meetings, and a time to do mentally-intensive work. It helps to anchor these tasks around the times that you are personally more productive.



3. End work on time

Set a time to end work for the day, and reinforce it by powering down work-related devices, locking your office, or scheduling something afterward.

Do you finish work on time?



4. Remember to unplug

Use an app to block distracting websites during the day, and then block work tools after hours. If you can, restrict work to one device, or try to keep one work-free device so you can disconnect completely.



5. Enjoy your downtime

Appreciating the little things in life

- Go out for lunch
- Take time off
- Practice mindfulness



Finding your work-life balance

Working hard or hardly working?



Work-life balance



Boundary

Brian believes it is important to set **boundaries** at work.

Schedule

I need to check my **schedule** to see if I can fit in the meeting.



Work-life balance



Workaholic

John's reputation as a **workaholic** is well-known in the office, as he often stays late to complete projects.

Role

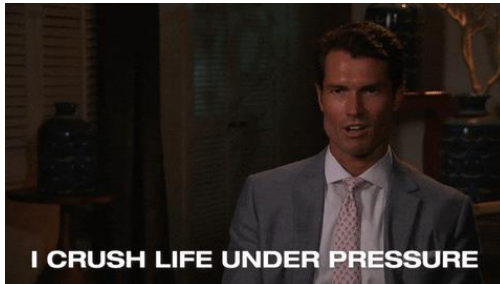
Her leadership skills were crucial in her **role** as project manager.

Work-life balance



Under pressure

The team was **under pressure** to finish on time



Break free

She **broke free** from her exhausting job!



Work-life balance



Workload

Due to the increased demand for their services, the company had to hire additional employees to manage the growing **workload**.

Overtime

Sarah had to **work overtime** this week to meet the project deadline, but her dedication and extra effort paid off in the end.

Work-life balance



To juggle

I sometimes find it hard to **juggle** my different responsibilities.



Sabbatical leave

I would love to take **sabbatical leave** but my boss won't let me.



1. As opposed to

African elephants, as opposed to Indian elephants, tend to have larger ears.

2. In the sense that

The study has been discredited, in the sense that it won't be published in a reputable magazine.

3. For this reason

Natural resources is at the forefront of policy. For this reason, we are introducing a law concerning logging in the area.

Key language

Opinions and Arguments

4. **Making generalisations**

On the whole, in general, for the most part, as a rule

5. **Being specific**

with respect to, in the case of, as regards, in terms of,
with the exception of

6. **Attitude**

personally, unfortunately, obviously, evidently, presumably,
naturally, fortunately

7. **Quantity**

a great deal of, to some/a large extent, a large number of

A top-down view of a silver laptop with a person's hands typing on the keyboard. A white spiral notebook is open to the left of the laptop. A small green succulent is visible at the bottom center.

Key language

Opinions and Arguments

Arguments and opinions



Translations

PHRASE	SIGNIFICADO
On the whole , the team was pleased with the project's outcome, despite a few minor setbacks.	En general , el equipo está satisfecho con el resultado del proyecto, a pesar de algunos contratiempos menores.
With respect to your request for additional information, I will provide you with a detailed report by the end of the week.	En cuanto a su solicitud de información adicional, le facilitaré un informe detallado a finales de semana.
Presumably , the delay in the shipment is due to the recent bad weather conditions in the region.	Presumiblemente , el retraso en el envío se debe a las recientes malas condiciones meteorológicas en la región.
Obviously , the sunny weather made our picnic in the park much more enjoyable.	Obviamente , el tiempo soleado hizo que nuestro picnic en el parque fuera mucho más agradable.
While the new policy has improved employee morale to some extent , there are still some issues that need to be addressed.	Aunque la nueva política ha mejorado en cierta medida la moral de los empleados, aún quedan algunos problemas por resolver.

Time management

Benjamin Franklin was certainly a man who had **a lot on his plate**. He was a key figure in the American enlightenment who helped prepare the Declaration of Independence and the American constitution and was also an author, inventor, diplomat and scientist.

So how did he **pack** so much **into** just one lifetime?



12 virtues



According to Benjamin Franklin

- **Habit 1:** Strive to be authentic. Be as honest with yourself as you can about what you want and why you do what you do.
- **Habit 2:** Favour trusting relationships. Put your efforts into building relationships with people you can trust and count on, and make sure those same people can trust and count on you.
- **Habit 3:** Maintain a lifestyle that will give you maximum energy. Work your way up to doing aerobic exercise at least three times a week, eating a light lunch, and getting enough sleep.
- **Habit 4:** Listen to your biorhythms and organize your day accordingly. Make it a habit to pay attention to regular fluctuations in your physical and mental energy levels throughout the day; and based on what you learn, make adjustments to how you schedule tasks.

12 virtues



According to Benjamin Franklin

- **Habit 5:** Set very few priorities and stick to them. Select a maximum of two things that are your highest priority, and plan time to work on them.
- **Habit 6:** Turn down things that are inconsistent with your priorities. Get good at saying no to other people, and do so frequently.
- **Habit 7:** Make time for focused effort. Schedule time every day to work on just one thing.
- **Habit 8:** Always look for ways of doing things better and faster. Be on the lookout for tasks you do over and over again, and look for ways of improving how you do them.

12 virtues

According to Benjamin Franklin

- **Habit 9:** Build solid processes. Set up processes that last and that run without your attention.
- **Habit 10:** Spot trouble ahead and solve problems immediately. Set aside time to think about what lies ahead, and face all problems as soon as you can.
- **Habit 11:** Break your goals into small units of work, and think only about one unit at a time. Spend most of your time working on the task in front of you, and avoid dreaming too much about the big goal.
- **Habit 12:** Finish what's important and stop doing what's no longer worthwhile. Don't stop doing what you considered worth starting unless there's a good reason to give it up

Schedule

Being on time

Schedule can be pronounced in 2 ways.

When we use it to indicate the timescale of something, we use it with the following prepositions.

Ahead of schedule

On schedule

Behind schedule



Time management phrasal verbs



Put off

To postpone

The meeting has been **put off** until Friday.

Get through

To finish a lot of something

we have a lot to **get through**.

Make up

To recover, recuperate time.

We'll be able to **make up** the time next week.

Keep track of

To remain informed about

I use my phone to **keep track of** all my meetings

Run over

To go longer than planned

The meeting **ran over** by 30 minutes.

To be held up

To be delayed, impeded

Sorry I'm late. I **got held up** at the office.

Time management



Deadline

If we miss the deadline, we will have to pay a penalty.



overdue

His assignments are always **overdue.**



Time management

Stressful

Working under pressure is **stressful**.



Hectic

The end of the financial year is always **hectic** for us



To have a lot of work

Alternatives

- To be snowed under
- To have a lot on (your plate)
- To be swamped
- To be bogged down
- Up to your neck in work

When do you feel snowed under?



Time management



Translations

PHRASE	SIGNIFICADO
I'm sorry, but I can't go out tonight because I'm absolutely snowed under with work and deadlines.	Lo siento, pero no puedo salir esta noche porque estoy totalmente agobiado con el trabajo y los plazos.
After a long and hectic day at the office, I just want to relax and unwind.	Después de un largo y ajetreado día en la oficina, sólo quiero relajarme y desconectar.
The library books are overdue , and I need to return them to avoid any late fees	Los libros de la biblioteca están atrasados y tengo que devolverlos para evitar los recargos por retraso.
She couldn't attend the party because she had a lot on her plate at work, including an important presentation to prepare for."	No pudo asistir a la fiesta porque tenía muchas cosas que hacer en el trabajo, incluida una importante presentación que preparar..
"I need to check my schedule to see if I can fit in a meeting with you tomorrow."	Tengo que comprobar mi agenda para ver si puedo reunirme contigo mañana.

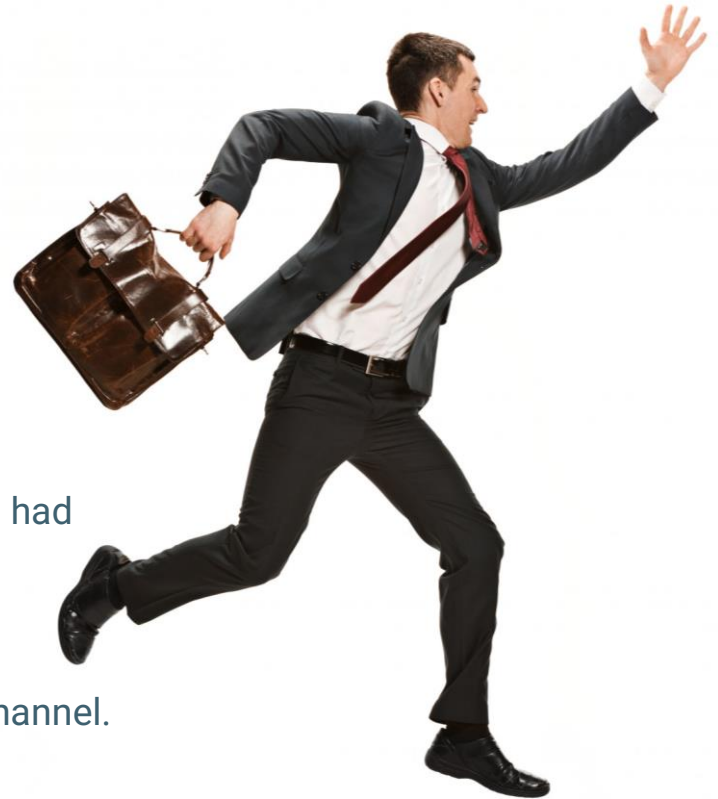
Making the most of your time

Expressions



Time flies - expressions

1. Let's get a **quick bite** before the play starts.
2. Life in the **fast lane** was proving even more hectic than Brian had imagined.
3. Jason had a reputation for trying to make a **quick buck**.
4. Travellers in business or first class may use our **fast track** channel.



Time flies - expressions

1. With only a **brisk nod** in our direction, the man carried on with his presentation.
2. Both parties issued a **swift denial**, but most of the tabloids ran the story in any case.
3. The team pride themselves on their **rapid response**, generally one to two days maximum.
4. After a **quick catnap**, he was ready to face the press.



Thanks!

Does anyone have any questions?