**Training Fiche Template**

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| **Title** | Work-life balance in tele-working settings | |
| **Keywords (meta tag)** | Work-life balance, telework, smart-work, health | |
| **Language** | English | |
| **Objectives  / Goals / Learning outcomes** | * Understand the importance of work-life balance * Learn how you can reach work-life balance working remotely * Know how to improve work-life balance among your remote team * Master key rules to improve your work-life balance as teleworker | |
| **Training area: (Select one)** | | |
| **Online / Digital Marketing / Cyber-Security** | |  |
| **E-Commerce / Financing** | |  |
| **Digital Well-Being** | |  |
| **Smart work / Digital Nomads** | | **x** |
| **Description** | The Covid-19 pandemic resulted in a dramatic increase in telework in Europe. Although benefiting from greater flexibility and autonomy, teleworkers often had a greater workload, with a negative impact on work-life balance.  An inadequate work-life balance in tele-working settings can have a very negative impact on workers and their wellbeing. Workers and managers should follow certain rules/recommendations to ensure a better work-life balance for remote workers. | |
| **Contents arranged in 3 levels** | 1. **Work-life balance in tele-working settings**    1. **Work-life balance in tele-working settings**   1.1.1 Overview in Europe  1.1.2 Definitions  1.1.3 Pros and Cons of tele-working  1.1.4 Impact of inadequate work-life balance working remotely  1.1.5 How improve work-life balance among your remote team  1.1.6 Tips for a better work-life balance in smart-work | |
| **Self-evaluation (multiple choice queries and answers)** | 1. **During the pandemic, who suffered the most in terms of work-life balance?**   a.- only teleworkers  b.- all workers  **c.- mostly female teleworkers**   1. **What is the key element of work-life balance?**   **a.- good balance between work and private life**  b.- possibility to work remotely  c.- have at least 3 non-working days per week   1. **What is an advantage of tele-working?**   a.- all forms of distractions are eliminated  b.- less costs for the employers because employees need to purchase their PCs  **c.- better work-life balance**   1. **Which action does not improve work-life balance among your remote team?**   **a.- availability to work any day of the week**  b.- an effective communication among employees  c.- none of the previous answers   1. **What might an effect of a bad work-life balance?**   a.- Depression due to low salary  b.- Anxiety for lack of career development  **c.- Decrease of productivity** | |
| **Resources (videos, reference link)** |  | |
| **Related material** |  | |
| **Related PPT** | ESMERALD\_WORKLIFE\_IDP.pptx | |
| **Bibliography** | APHC (2021). Work-Life Balance while Teleworking. <https://phc.amedd.army.mil/topics/healthyliving/al/Pages/Work-Life-Balance-While-Teleworking.aspx>  Arenofsky, J. (2017). Work–Life Balance. ABC-CLIO.  Barron, S. (2020). 9 tips for working from home that can help with work-life balance. <https://resources.owllabs.com/blog/remote-work-life-balance>  Frost, A. (2020). 500+ Easy Ways to Get Organized, Stay Productive, and Maintain a Work-Life Balance While Working from Home! Adams Media.  OECD. (2020), How's Life? 2020 Measuring Well-being. <https://www.oecd-ilibrary.org/economics/how-s-life/volume-/issue-_9870c393-en>  UNICE/UAPME, CEEP, & ETUC. (2002). Framework agreement on Telework. <https://www.asi.is/media/312703/teleworking_agreement_en.pdf> | |
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