TED TALKS

3 RULES FOR BETTER WORK-LIFE BALANCE

Watch the video till 2:51 and fill in the gaps

For so many of us, myself included, our days feel filled with a million small _____. And this is true even of our days off. Maybe you've taken a call at the beach, _____ your boss from the grocery store or emailed a colleague while on a picnic with your family.

We've _____ ourselves that these behaviors are no big deal. It's just one email. But there's a real cost to these interruptions, and there are smart strategies we can all take to better _____ our time.

These moments seem so small at the time, and yet research suggests they add up to a _____ loss. The constant _____ of work into our personal lives can increase our stress and _____ our happiness. So just what is the cost?

These constant interruptions come at a cost to organizations, too. Companies lose 32 days of productivity each year to employee depression, which is often caused by the stress and _____of our always-on _____. Despite knowing better, I, too, have found myself focusing on "urgent work _____" over important life moments.

As we remake our models of work in the wake of the pandemic, now is our opportunity to create a new culture that _____ time. And the way to make this really big change is through small steps that we can take right now. The first step that we need to take is to _____ rest.

When we do have time off, we need to find ways in which we can enjoy the present moment and_____ the leisure time that we have available, as opposed to seeing it as an _____ barrier to our work.

LIVEWORKSHEETS