

Title of assignment for mentoring	How to achieve better work-life balance
Development Area	The development area centres on creating healthy boundaries between work and personal life, developing flexibility, and setting priorities. A better work-life balance is obtained when physical and mental well-being is achieved, the overall happiness is improved, and both the personal and professional areas of life are in harmony.
The Practical Assignment brief:	The assignment is focused on promotion of personal and professional development; strategies to achieve work-life balance are provided and their implementation is encouraged.
The Practical Assignment should allow to develop and apply skills in:	<ul style="list-style-type: none"> ● Making planning a habit ● Setting boundaries and priorities ● Learning to delegate ● Improving organizational skills as well as flexibility ● Communicating one's needs
The Practical Assignment should allow to further develop and apply knowledge of:	<ul style="list-style-type: none"> ● Balancing personal and professional life ● Organizational and communication strategies ● Productivity techniques ● Time management ● Self-improvement
Task description:	<p>Participants work in groups of three people. The assignment takes place in 4 steps:</p> <ol style="list-style-type: none"> 1. Participants share their experiences about managing personal and professional life and identify best practices and areas of improvement 2. Participants select from the best practices shared as well as from the techniques aiming at improving work-life balance, and commit to apply them daily for two weeks 3. Participants daily record the new habits implemented in their personal and professional lives 4. During the second session, participants repeat step 1 and share the improvements achieved
Materials to be used:	Journal to record new habits
Recommended timeline:	2 sessions of 1 hour each held at a distance of two weeks
Keywords:	work-life balance, planning, organisation