Teacher Self-Care: Managing Work & Life

EDUO 9053 2 Graduate-Level Credits/Units

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Course Syllabus

Course Overview

Is work-life balance a myth? This is a question that many are asking as we continue to work more and more hours. Learn about the current state of work-life balance and strategies for seeking balance in your teacher life. In this course, you will critically examine your current schedule and use strategies to improve the way your time is used to truly align with your core values both at work and at home.

Course Objectives:

In this course, participants will have opportunity:

- Explore what work-life balance means and the debate surrounding this topic
- Analyze how their current schedules and routine are contributing to their own goals and values
- Critically reflect on and incorporate strategies to navigate work and life and practice

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Course Relation to CCS or other Professional Standards:

NBPTS – National Board for Professional Standards – 5 Core Propositions • http://www.nbpts.org/fivecore-propositions - National Teaching Standards, Five Core Propositions

- Proposition 1: Teachers are committed to students and their learning.
- Proposition 2: Teachers know the subjects they teach and how to teach those subjects to students.
- Proposition 3: Teachers are responsible for managing and monitoring student learning.
- Proposition 4: Teachers think systematically about their practice and learn from experience.
- Proposition 5: Teachers are members of learning communities.

How to Submit Coursework

Each completed assignment in this course is submitted to the instructor for review. Follow directions at the end of each assignment on how to prepare and in which Moodle Dropbox to place completed work. Name each file submitted with your last name and assignment number (i.e. BrownAssignment3. Make sure you place your full name, course number and assignment number at the top of each document page. You will receive feedback from your instructor within 5 days indicating successful completion of the assignment or the need for revision. Assignment grades will be averaged for the final course grade.

Grading assessment rubrics for written projects and for presentation projects are found in this document.

Course Assignments

There are 5 modules that make up this course. In Modules 1 and 2, participants will research the background of the science behind social connection: why social connection is so important and how it supports our wellness. In Module 3, participants will reflect on their own systems of support. In Module
4 and 5, participants will focus on engaging in supportive communities to increase their own well-being Participants are expected to read the assigned material for each module, and complete the required assignments according to criteria.

Introduction

Overview:

Welcome to this class! The purpose of this short first assignment is for me to get to know who you are and where you are coming from (both geographically and mentally). Thank you in advance for taking the time to introduce yourself.

Assignment:

For your first assignment, please write a short autobiographical paragraph (200-500 words) to introduce yourself to the course instructor. In this introduction, include the following:

- Your current position
- Why you chose to take this course
- What brought you to the field of education
- What are some of your future goals
- Anything else that you would like the instructor to know

Submit to Dropbox Under:
Assignment 1: Introduction

Module 1

Overview:

Work-life balance has become an interest of many, and some question whether this balance is even attainable. For the purpose of this course, we will use the term 'managing work and life.' In the module, participants will discover different definitions of what work-life balance means and what it has evolved to mean. Participants will also watch a talk on the fallacy of work-life balance. By the end of this module, participants will take their notes and submit a guided reflection on what work-life balance means to them.

Assignments:

1. Create a note taking tool to hold your questions and reflections as you read through the material for this Module including the blog posts and videos. You will use these notes to write a reflection at the end of this module. These notes with not be uploaded for feedback, but is for your use in formulating thoughts for a reflection.

2. Read the following articles about work-life balance and what it has come to mean. Use the questions to guide your notes:
    a. Articles
        i. Is Your Work-Life Balance Healthy? https://www.businessnewsdaily.com/8108-work-life-balance-quiz.html (consider taking the quiz and what the items might represent for work life balance)
        ii. There is No Work-Life Balance, Just Life Balance: https://medium.com/swlh/there-is-no-work-life-balance-just-life-balancec0ee6b9df1fd
        iii. The Evolving Definition of Work-Life Balance: https://www.forbes.com/sites/alankohll/2018/03/27/the-evolvingdefinition-of-work-life-balance/#3d99ba799ed3

b. Guiding Questions
    i. What does work-life balance mean?
    ii. How does this definition vary across the articles?
    iii. Do you have a health work-life balance?
    iv. How has the term evolved?

3. Watch this Ted Talk on 'The Fallacy of Work/Life Balance': https://www.youtube.com/watch?v=hJIkgFn2efc

4. Synthesize your learning by writing a reflection that shows what you have learned about work-life balance. Your reflection should be 400-600 words (about one page, single spaced) and should include answers to most (but not all) the following questions:
    a. Before reading and watching this material, what did work-life balance mean to you?
    b. What are your thoughts about the term 'work-life balance' now?
    c. How have different people defined the term 'work-life balance'?
    d. What were your thoughts about Michal Walter's take on the fallacy of work-life balance?
    e. What are some questions you have moving forward about managing work and life?
    f. Before we move on to other topics in managing work and life, how do you feel about your current work and life management?

5. In one document, submit your reflection to Moodle

Submit to Dropbox Under:
Assignment 2: Reflections on Work-Life Balance

Module 2

Overview:

Now that we have discussed what work-life balance might mean, participants will look at a case study of work-life balance. In this module, participants will get the chance to reflect on their own work-life balance by tracking their schedule over a week. By the end of this module, they will submit a reflection of their week.

Assignments:

1. Listen to Sarah Cameron's story of work-life balance and read an introduction of tips for work and for home
    a. How to Turn Busy into Balance by Sarah Cameron: https://www.youtube.com/watch?v=II_Qyf0Vw9g
    b. Introduction on Work Life Balance tips for work and home: http://www.mentalhealthamerica.net/work-life-balance

2. You will now reflect on the current state of your work-life balance. Often, it is hard for us to answer the questions of how much work we are doing outside of our normal working ours, and where we could possibly cut back. First, decide what way you will track your schedule. Whether you choose a notebook or do so in your google calendar, your method of tracking should be something easy to carry and kept somewhere where you will see it everyday.

3. Log you 'daily events' over a seven-day period. This will look like a calendar, but instead of planned events, you are logging what you *actually* did at each hour of the day. An estimate is fine. For example, your logged day might look something like this:

6am woke up
6:30-7:30 cooked breakfast for kids and got ready
9:00-12:00 teaching
12:00-1:00 lunch with student
1:00-2:00 prep period – visited another teacher
2:00-4:00 teaching
4:00-5:00 pick up kids
5:00-6:00 partner made dinner and I folded laundry and watched TV
6:00-7:00 lesson plan for next week that is due
7:00-8:00 kids in bed
8:00-9:00 emails
9:00-10:00 finish laundry and in bed

4. After you have logged your daily events for seven days, you will reflect on your log. Your reflection should be 400-600 words. Use the following questions to guide your reflection:
    a. What do you spend most of your time doing?
    b. Was there anything that surprised you in your logged schedule?
    c. How much work do you do at home?
    d. What are you doing when you are the happiest?
    e. What are the hardest parts of your day?
    f. Do you believe your schedule is balanced?
    g. Where do you see areas of growth?

5. Submit your reflection as a single document

Submit to Dropbox Under:
Assignment 3: Current Schedule and Reflection

Module 3

Overview:

Values are the things that we care about most. To move beyond the term 'work life balance,' we can also think about how the things we are choosing to spend our time on reflect on our values. In this module, participants will explore what values are and take a questionnaire that will help them identify their main values. By the end of the module, participants will locate where they are living their values in their current schedule and where they are not. Participants will reflect on areas of improvement.

Assignments:

1. First, read about Values and watch a Ted Talk on Core Values
    a. Values 101: https://www.psychologytoday.com/us/blog/envy/201612/values-101
    b. Why We Need Core Values: https://www.youtube.com/watch?v=EtLY7dYAOpo

2. Next, go to the following link to take a questionnaire on your values. It may be most helpful to print this page: https://positivepsychology.com/wpcontent/uploads/Core-Values-Worksheet.pdf

3. In a new document, record your results from task #2—you should end up with a maximum of five groupings.
    a. Write those groupings down in the document
    b. Next, bold the word that you chose to represent the entire group
    c. Take time to reflect on these values
    d. For each group, come up with a list of activities where you feel that you are living these values (you should have a maximum of five different lists).

For example, if one grouping includes ‘Abundance,’ ‘Flexibility’ and ‘Peace,’ think of what types of things make you feel this way. What are you doing when you feel peace? Who are you around when you are feeling abundant?

4. Lastly, revisit your daily events log and reflect on where you are living out your top values. In a response (400-600 words), answer the following questions:
    a. For each top value, what activities in your schedule contribute to you living or feeling this value?
    b. Which value is receiving the most attention? Which one is reflected most in your schedule?
    c. Which value is receiving the least attention? Which one is reflected least in your schedule.
    d. Pick your **top** value (out of the five) or a value that is receiving little attention.

    Identify one way that you could incorporate this value more into your schedule.

5. Submit your value groupings and reflections as a single document

Submit to Dropbox Under:
Assignment 4: Values in Current Schedule

Module 4

Overview:

Now participants have a strong background in what work-life balance might mean and what their current situation is. The next two modules will focus on incorporating strategies for balance. In this module, participants will learn about respective boundaries and prioritizing tasks. By the end of the module, they will have incorporated some of these ideas into a calendar that they will track and submit.

Assignments:

1. Two key strategies that will help you manage your work and life are (1) learning to respect boundaries and (2) prioritizing tasks. Go through the resources on these strategies and highlight the ones that speak to you.
    a. Setting Boundaries: https://psychcentral.com/blog/7-tips-for-setting-boundariesat-work/
    b. How to Prioritize when Everything is #1: https://www.liquidplanner.com/blog/how-to-prioritize-work-when-everythings-1/
    c. Say No to Say Yes: https://www.youtube.com/watch?v=-iUag3c9HRc
    d. The Everything is Important Paradox: https://blog.rescuetime.com/how-toprioritize/

2. You went through a variety of tips and strategies of how to protect your time and prioritize different tasks. Pick two strategies that stood out to you and look at what you have planned for the upcoming week. How can you use this strategy to prioritize things that need to get done or protect your time? In your calendar, plan out how you will use this strategy and set reminders for yourself. For the purpose of this module's assignment, briefly write down what you will do for each strategy.

3. After the week has gone by, reflect on how these strategies worked for you. You will reflect on these strategies by writing a mock blog post:

a. Your writing should be in 'blog post' style—which means that it is relatively short (400-800 words) and is written in a personal manner. Check out the following resource to guide your writing: https://www.wordstream.com/blog/ws/2015/02/09/how-to-write-a-blog-post
b. In your post, do the following:
    i. Describe the strategies that you tried
    ii. Reflect on how you used these strategies—What went well? What didn't' go well?
    iii. Consider how you will finish your blog post: what was the take home message from this experience? What would you advise your imagined audience to do?
    iv. The format is flexible, but if you need more guidance think about starting out your post with describing a strategy, then describing how you used the strategy, then posing some questions to your imagined audience

4. Submit your blog post in a document

Submit to Dropbox Under:
Assignment 5: Respecting Boundaries and Prioritizing Tasks

Module 5

Overview: There are many ways that we can now use technology to help us manage our work lives and home lives. In this final module, participants will engage in a resource hunt of current technology resources that help people prioritize their time and incorporate balance. By the end of this module, participants will report on their use of two resources and how they affected their work and home life.

Assignments:

1. First, you will engage in a resource hunt from a list of technology resources designed to help you prioritize your time and incorporate balance. If you would like to do an additional search and find something useful, that is fine! Take some time to browse these resources and take note of ones that seem exceptionally useful:
    a. 6 Way. Technology Helps your Work-Life Balance: https://tech.co/technologywork-life-balance-2015-05
    b. Work-Life Balance Apps: https://johnleonard.com/blog/the-9-apps-you-need-to-get-your-work-life-balance-in-check/

2. Choose two strategies, programs, or apps that you will use to improve you work life and home life.
    a. Take some time to use them throughout the week
    b. Take note of what you like and dislike.

3. Submit two 'reviews' of the apps (programs or strategies) that you used to improve the management of your work life and home life:

4. In a single document, submit two 'reviews' of the apps, program, or strategy that you used to improve the management of your work life and home life. If you chose a strategy instead of an app, give the strategy a fake app name. Each review should include: a. Title
    b. Star rating (out of 5)
    c. A 200-300 review of the app. Consider the following:

i. How did you use it?
ii. What was the most helpful part of this app or strategy? iii. What was the least helpful?
iv. How likely are you to continue using it?
v. What advice do you have to others considering using this app or strategy? 5. Submit the two reviews to Moodle

Submit to Dropbox Under:
Assignment 6: Incorporating Technology

Conclusion

Overview:

You have now completed the all 5 Modules of this course, and this last assignment will serve as a reflection of the entire course.

Assignments:

Write 1-2 paragraphs about what you have learned in this course. What is your big takeaway from this course? How will you use this information at school and for your life?

Submit to Dropbox Under:
Assignment 7: Final Thoughts

Course Assessment Rubric

EXCELLENT **Meets or Exceeds Course Objectives:** **A to A-**	**ACCEPTABLE** **Majority of Work Meets Course Objectives;** **B+ to B-**	**NOT ACCEPTABLE** **Needs Considerable Improvement: Resubmit Work Suggested:** **C or below**
All work is very organized.	Most work is generally well organized.	Work shows little or no organization.
Answers are well thought out and demonstrate reflection on the material.	Answers are complete and demonstrate some reflection on the material.	Answers are brief and do not demonstrate any reflection on the material.
Assignment use specific examples and provide a detailed description of how the assignment can be incorporated into a learning environment.	Assignment use specific examples or somewhat describes how the assignment can be incorporated into a learning environment.	Assignment do not use specific examples or describe classroom incorporation.

All assignments are completed and meet or exceed the page or paragraph requirement. Templates or assignment documents are fully filled out, with thorough elaboration and thoughtful detail put into each component.	The majority of the assignments are completed and meet the page or paragraph requirement. Templates or assignment documents are mostly filled out, indicating some thought put into each component.	Assignments are not completed and do not meet the page or paragraph requirement Templates or assignment documents are not filled out.
Work is free of spelling and/or grammatical errors.	Work has few spelling and/or grammatical errors.	Work has numerous spelling and/or grammatical errors.

- You are allowed 9 months to complete the course. Course questions? Contact your instructor by email.
- For questions involving your registration please contact us at support@dominicanCAonline.com or call (800) 626-5080. To change your address, link to your Dominican Store account at https://www.dominicancaonlinestore.com/store/index.php?main_page=login
- For Dominican Self-Guided course information, link to http://dominicancaonline.com/DominicanCA-Online-FAQ

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