SCAN QR CODE TO CHECK-IN

Upcoming Events:

- In-Person: Handshake: Take the first step!
  - Thursday, November 16, 2023, 3:00 PM-4:00 PM
  - SCE Tower, Room 613

Student Employment Resources

- On-Campus Employment
- Off-Campus Employment/ Part-Time Local
- Handshake Assistance
- Job Location and Development (JLD) Program
- Individual Career Advising and Walk-In Hours
- Career Development Workshops and Job Fairs

In this workshop we will go over:

- What is Work-Life Balance?

- The Importance of Work/Life Balance

- Positive Effects and Benefits From Creating Priorities and Goals

- Tips and Methods to Improve Your Work-Life Balance

- On-Campus Resources

- Student Employment Resources

What is Work-Life Balance?

There are various definitions explaining what work-life balance is such as:

- Committing equal time and attention to your professional and personal life
- Having professional and personal achievements that you enjoy
- Creating boundaries between your work and personal life

Why is creating a work/life balance important?

As a college student there are various factors to consider daily:

Classes/Assignments

Work

Personal Time and Activities

And MORE!

Why is creating a work/life balance important?

By creating a balance between your professional and personal life you are:

- Managing and decreasing stress
  - Supports Mental Health
- Creating greater impacts on your personal and professional life
- Allowing you to be more PRESENT
- Creating boundaries and learning how to set priorities

What are the effects or benefits of creating a work-life balance?

- Better Mental Health

- Improves Physical Health
  - Allows more time to eat healthy meals, create better sleeping habits, and exercise regularly

- Creates more time for family and friends while being present

- Increases engagement at work and productivity

- Increases creative thinking

- Promotes happiness and fulfillment

- Brings higher levels of success

Tips and Methods to Improve Work-Life Balance

Tip #1

Setting your priorities

Make a list of your priorities for the week, this should not only include your work deadlines or projects but also tasks that are linked to you personally:

- Exercising
- Spending time with family
- Hobbies

Once you have created your list, create an outline of a schedule for the week and distribute your priorities throughout the week instead of doing them all at once.

This will allow you to do a mixture of tasks you would like to do and need to do, by including both you are eliminating factors such as: stress, tiredness, feeling overwhelmed, etc.

Tip #2

Learn to say "No"

Saying "no" to requests can be difficult for individuals especially college students as this is a time where you will be meeting new friends, and you will want to spend time with them and go out.

Scenario:
A group of friends invite you to go out after work, but you have an exam tomorrow and were initially planning on studying after work.

- If you say "yes", you will be losing the study time you had planned, and this can affect the outcome of your exam scores.
- If you say "no" you can study as planned and take the exam feeling confident.

Saying "no" allows you to keep your priorities and boundaries for yourself.

Tip #3

Use an agenda

Agendas promote setting schedules for yourself and serves as a reminder for upcoming deadlines, assignments, work shifts, meetings, and more.

This is a visual method that can help students keep track of what they have completed and what they have to do.

If you considering adding more tasks to your week, your agenda can help you visually see where it can best fit in.

- This eliminates the stress of doing too much within a day
- Allows you to fully be present in the moment instead of thinking of what you have to do next

UIC distributes agendas at the beginning of the semester at select events, they are also available at stores such as Target, Marshalls, Five Below, etc.

- Digital agendas and templates are also available!

Tip #4

Create Study Groups

Meeting new friends during college can be an opportunity to create study groups to help everyone stay on track within their courses while also spending time with others.

You can schedule a study session in your home, the library, or a café, and can create a schedule to have time to study but also breaks to unwind.

Studying with others eliminates factors such as:
- Procrastination
- Lack of efficiency
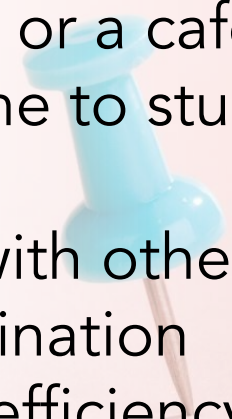
Tip #5

Recognize your accomplishments and reward yourself

Recognizing one's own accomplishments can be a difficult task for some individuals, typically because many believe they must be major or life changing.

While these accomplishments are important it is also important to recognize your success' as a student and personally, for example:
- Achieving a high grade on an exam
- Waking up earlier than usual
- Exercising consistently
- Reading for 30 minutes a day

Recognizing these accomplishments allows you to feel fulfilled and makes you feel prouder accomplishing a variety of tasks rather than just the professional ones.

Tip #6

Attend wellness activities and career readiness events around campus

During the semester various departments such as the Wellness Center, LAS Career Development and Internships Department, Career Services, Student Employment, and more host events that teach you skills focusing on wellness and career development.

These events are targeted towards YOU, college students, and attending them can be used as breaks from your schedule along with gaining helpful information!

They are FREE and are a great way to unwind while learning something new!
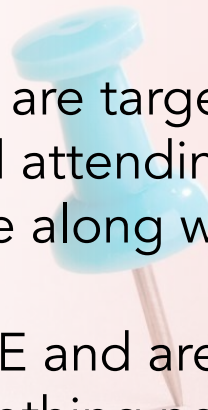
Does anyone have any other tips or method's they use?

The Wellness Center

"We support student learning, academic success, and retention by providing wellness services that promote healthy attitudes and behaviors, empower students to make informed choices, and enhance holistic well-being."

• Wellness Coaching
• Wellness Supplies
• Workshops
• Stress relief and management resources

Website: https://wellnesscenter.uic.edu/
Email: wellnesscenter@uic.edu
Location: SCE Suite 238
Open From: 8:30 AM-5:00 PM

LAS Career Development and Internships

Vision: "A future in which LAS students fully engage in their career development process to design their unique career path aligned with their professional identity and feel confident that they are career ready."

If you are currently an LAS Student, this career center focuses on career development and provides resources such as:

- Advising Support
- Digital Career Exploration Tools
- Workshops and networking events
- Topics involve: creating your own vision board, "growing your gap year", professional development, internship search, and MORE!

Website: https://career.las.uic.edu/about/
Email: lasinternship@uic.edu

Location: University Hall, 519

Career Services

"Career Services empowers you to find your fit in the world of work. Our expert guides are available from the moment you arrive on campus, throughout your studies, and _alumni receive lifetime access to UIC Career Services_."

Resources:
- 1:1 advising appointments
    - Topics include: grad school topics, job search strategies, career exploration, resume reviews, and MORE!
- Career preparation programs and events
- Career Development Fairs

Website: https://careerservices.uic.edu/
Email: careerservices@uic.edu
Location: Student Services Building, Suite 3050
Open From: 8:30 AM-5:00 PM

Student Employment

"We develop resources for student employment training and evaluation to provide students and their supervisors with meaningful and professional experiences."

Resources:
- 1:1 advising appointments
    - Topics include: on-campus and off-campus part-time job search, resume reviews, cover letter reviews, On-campus employment FAQ, Handshake FAQ and reviews
- Career preparation programs and events
- Career Development Fairs

Website: https://studentemployment.uic.edu/
Email: studentjobs@uic.edu
Location: Student Services Building, Suite 2100
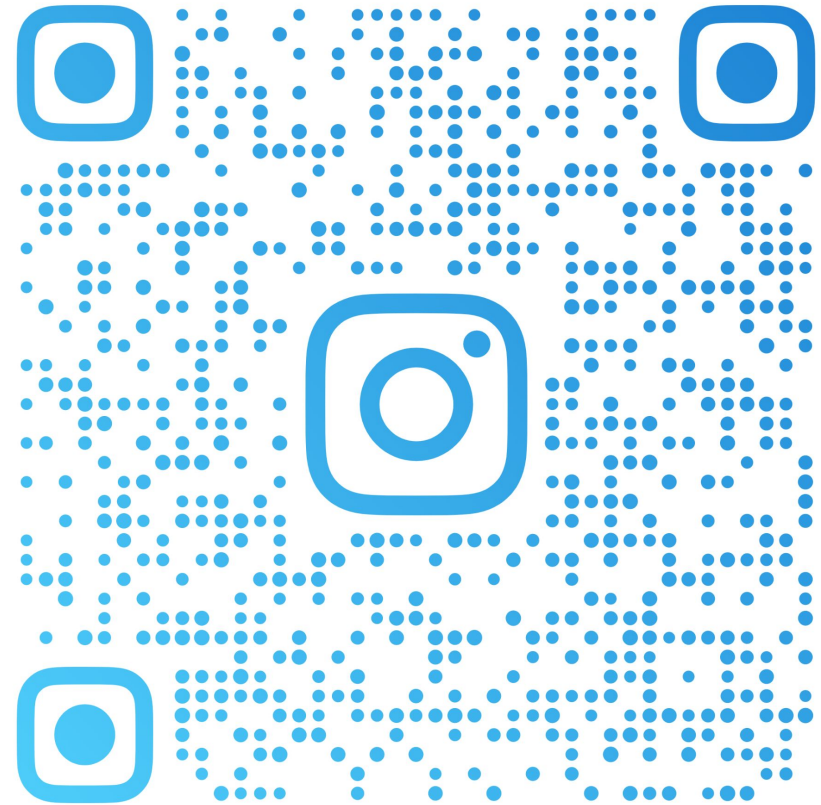Open From: 8:30 AM-5:00 PM

Questions?

Connect with Student Employment!

- Student Services Building
  1200 West Harrison Street, Suite 2100
  (312) 996-3130
  Email: studentjobs@uic.edu
- Check our website for upcoming events!
   https://studentemployment.uic.edu
- We offer virtual/in-person career advising appointments, resume reviews, on/off campus employment guidance, and drop-in advising
  - Schedule appointments on Handshake!
- Drop-in hours:
  - Tuesdays: 2 pm-4 pm (In person, SSB 2100)
  - Thursdays: 1pm-3pm (Virtual, Zoom)

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