

Workshop

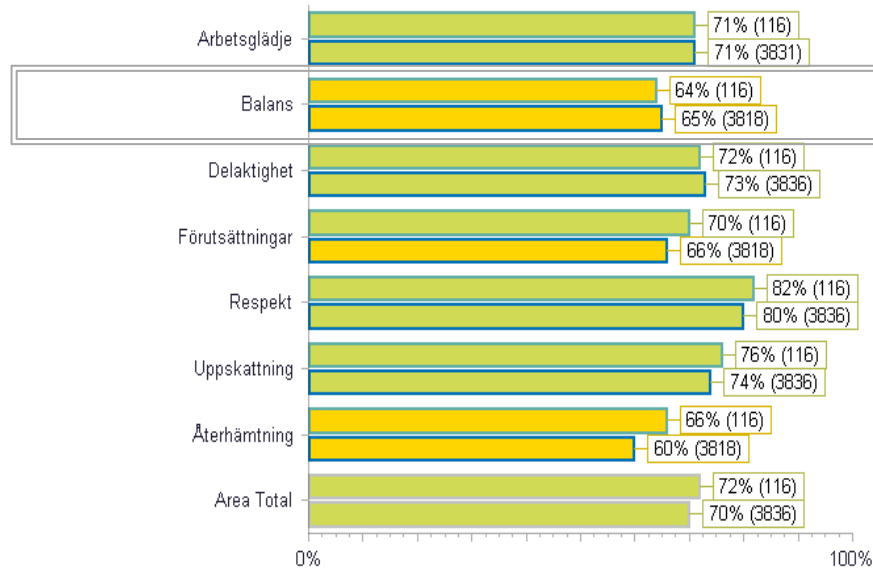
How to create a comfortable work environment: people interplay and work-life-balance

Ulrika Nilsson and Ulrike Schimpf
23/08/2023

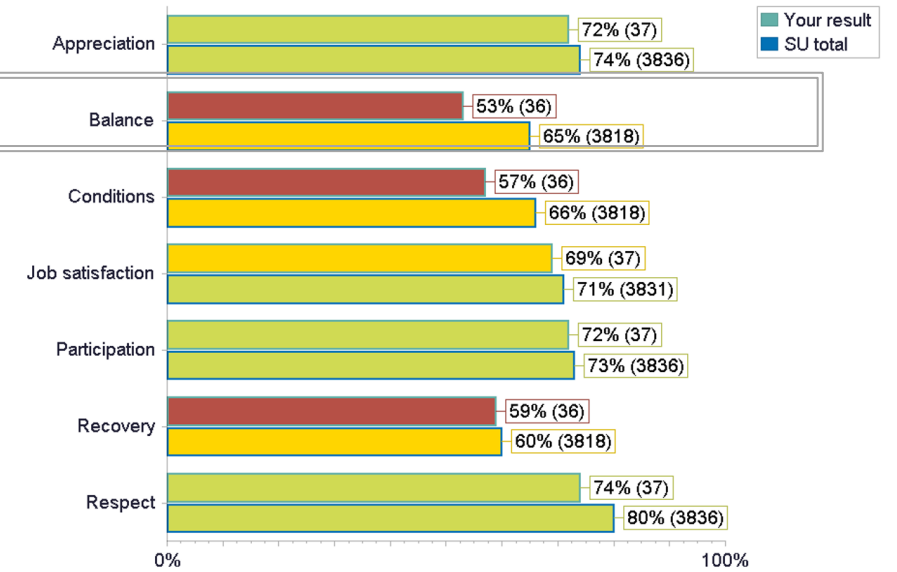
Why?

Balance

MMK



OC



Agenda

Section A

11:00 – 11:15 Welcome

11:15 – 12:15 Theater play “Spela aldrig Mozart-så länge jag lever” (in Swedish with Handout in English) + Conversation

12:30 – 13:30 Lunch at Proviant

Section B

13:30 – 14:15 Presentation on the survey “Gender-based violence and sexual harassment” + Discussion

14:15 – 14:30 Information “Who to contact”

14:30 – 15:00 Fika

Section C

15:00 – 16:00 Group activity on work-life-balance

16:00 – 16:30 Presentation + video on the how to gain a good work-life-balance

16:30 – 17:00 Quiz

17:00 – Open end BBQ at Arrhenius labs (Infront of house A/C)

Section A

Ewa Carlsson / Bo Lindell

Actors

Kulturparlamentet



Stockholms
universitet

Lunch



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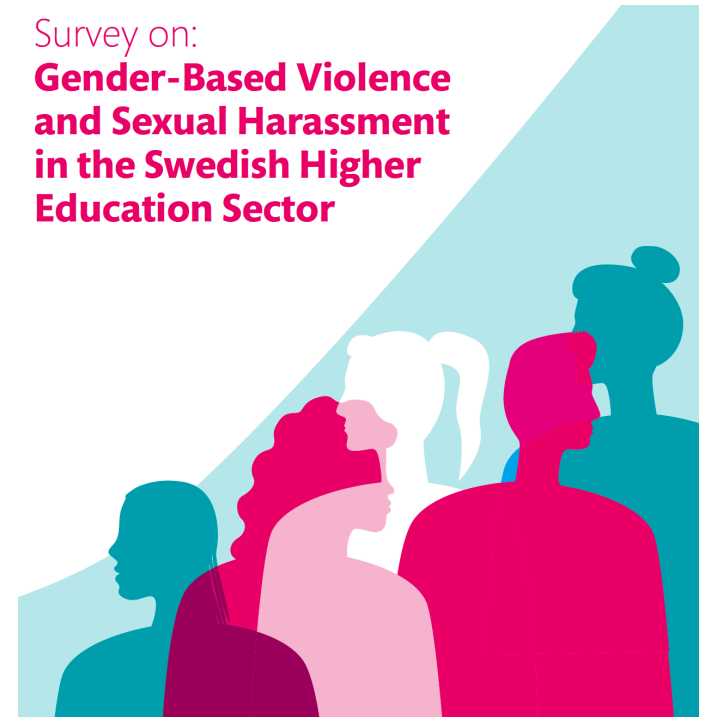
Section B

Lisa Rudolfsson, Docent in psychology

Karolinska institutet / Institute for environmental health (IMM)

Swedish National Board of Institutional Care

Survey on:
**Gender-Based Violence
and Sexual Harassment
in the Swedish Higher
Education Sector**



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Who to contact?

Stockholm University is obliged to investigate!

It is important to resolve the situation quickly!

The Department investigates victimisation (recurrent reprehensible or negative actions directed against individuals, e.g., deliberate insults, demeaning treatment, ostracism, withholding of information, systematic mistreatment or threats).

The Student Services (Student) and Human Resource Office (Employee) investigates harassment and sexual harassment. (e.g., violates someone's dignity and that is associated with any discrimination on the grounds of gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age)

Who to contact?

Student Services

Coordinator for Equal Treatment

+46 (0)8 16 2559

jamlikhet@su.se

Advice and support:

Student Union (SUS): <https://www.en.sus.su.se/>, Equal Opportunities Coordinator,
likavillkor@sus.su.se

Student Health Service (e.g., anxiety, stress, work-life-balance etc.): studenthalsan@su.se

Who to contact?

Niklas Hedin, Kalman J. Szabo (Head of Department): niklas.hedin@mmk.su.se,
kalman.j.szabo@su.se

MMK:

Ulrika Nilsson (PhDs, Working environment and equal treatment leader):
ulrika.nilsson@mmk.su.se

Equal treatment: Gunnar Svensson, Andrew Kentaro Inge, and Lina Larsson
Ann-Sofi Pettersson (Human Resources): ann-sofi.pettersson@mmk.su.se

OC:

Administration

Pedro Tortajada (Equal treatment): pedro.tortajada@su.se

PhD Council: phd.council@mmk.su.se

Who to contact?

Conflicts and difficulties in working together:

Safety representatives (Wall notice)

MMK:

Helmi Frejman (PhDs, Administration): helmi.frejman@mmk.su.se

Ulrike Schimpf (Lab safety manager): ulrike.schimpf@mmk.su.se

OC:

Kristina Romare (Lab safety manager): kristina.romare@su.se

Storasyster: <https://storasyster.org/>

Victim support Sweden: <https://www.brottsofferjouren.se/en/>

**The Swedish Crime Victim Compensation and Support Authority:
<https://www.brottsoffermyndigheten.se/eng>**



What to do?

<https://www.su.se/department-of-public-health-sciences/education/during-your-studies/harassment-and-victimisation-1.524938?open-collapse-boxes=ccbd-whattodoifyouexperiencediscrimination,ccbd-investigationandfollowup>

<https://www.su.se/english/education/student-support/your-rights-and-responsibilities/equal-treatment-of-students-1.449671?open-collapse-boxes=ccbd-ifyouhavebeenharassed,contact-555666777>

Policies: <https://www.su.se/staff/personnel/working-environment-equal-terms>

Fika



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Section C

Ulrika + Ulrike

Group activity



Group activity

Survey: Menti.com, Code: 1372 6128

Reflect on the individuals/groups/departments overall balance from several perspectives, for example between work and private life, balance between demands, control and support as well as lifestyle-related issues and how it affects your, the groups and your employees health. Make a list of what you need to protect and work on to maintain balance or what you need to do to strengthen it.

Health factors/Grouping:

- 1) Individuals (Team 1-5)
- 2) Groups (Team 6-10)
- 3) Department (Team 11-15)



Information

I. ChatGPT

<https://chat.openai.com>

U

What means work-life-balance?





Work-life balance refers to the equilibrium or harmony between an individual's work-related responsibilities and their personal life, including family, social activities, hobbies, and overall well-being. It is the ability to effectively manage and allocate time and energy between work and other aspects of life, ensuring that neither domain dominates the individual's time and attention to the detriment of the other.



The concept of work-life balance acknowledges the importance of not allowing work to overshadow or negatively impact one's personal life. It recognizes that a well-rounded and fulfilling life involves not only career success but also personal fulfillment, good health, and meaningful relationships.

Achieving work-life balance is crucial for several reasons:

1. **Health and Well-being:** An appropriate balance between work and personal life helps reduce stress, prevent burnout, and improve overall physical and mental health.
2. **Productivity and Performance:** When individuals have a healthier work-life balance, they tend to be more focused, motivated, and productive in their professional roles.
3. **Relationships:** Balancing work and personal life allows individuals to spend quality time with their family, friends, and loved ones, strengthening relationships and fostering a support system.
4. **Personal Growth:** Pursuing interests and activities outside of work contributes to personal growth and fulfillment, leading to a more satisfying and enriched life.
5. **Long-term Satisfaction:** Striking a balance between work and personal life helps individuals avoid feelings of regret or neglect later in life, enhancing overall life satisfaction.

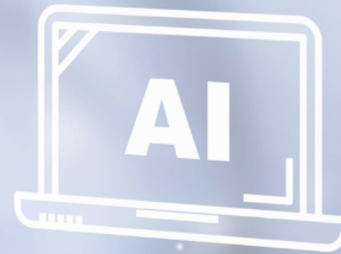
It's important to note that work-life balance does not necessarily mean an equal division of time between work and personal life. Instead, it means finding the right proportion that aligns with an individual's values, priorities, and life circumstances.


In recent years, many organizations have also recognized the significance of promoting work-life balance among their employees. Companies that support work-life balance initiatives often see increased employee satisfaction, retention, and improved workplace productivity and morale.



ChatGPT

<https://chat.openai.com>



U How to find the right work-life balance? 



Finding the right work-life balance is a personal journey that may vary for each individual, but here are some general tips to help you in the process:



1. **Define your priorities:** Start by identifying what truly matters to you in life. Determine your long-term goals, personal values, and the areas you want to focus on, such as career, family, relationships, health, hobbies, or personal development.
2. **Set boundaries:** Establish clear boundaries between your work and personal life. Define specific working hours and try to stick to them as much as possible. Avoid bringing work-related tasks into your personal time and vice versa. Communicate your boundaries to your colleagues and loved ones, so they understand and respect your need for balance.
3. **Manage your time effectively:** Learn to prioritize and manage your time efficiently. Make a schedule or use productivity tools to plan your day and allocate time for work, family, relaxation, and other activities. Avoid overcommitting and learn to say "no" when necessary to avoid excessive workload or distractions.
4. **Practice self-care:** Take care of your physical and mental well-being. Make time for regular exercise, healthy meals, and sufficient sleep. Engage in activities that help you relax and recharge, such as meditation, hobbies, or spending time in nature. Self-care is crucial for maintaining energy, reducing stress, and enhancing overall productivity.
5. **Delegate and ask for support:** Don't hesitate to delegate tasks or ask for help when needed, both at work and in your personal life. If possible, distribute responsibilities among team members or seek assistance from family, friends, or hired professionals. Sharing the workload can alleviate stress and create space for other important aspects of your life.
6. **Disconnect from technology:** In today's digital age, it's essential to establish boundaries with technology. Designate tech-free periods during the day, especially during meals, family time, or before bed. Limit excessive use of smartphones, social media, or work-related devices to prevent them from encroaching on your personal time.
7. **Communicate openly:** Effective communication is key to maintaining work-life balance. Talk to your employer or supervisor about your needs and expectations regarding work hours, flexibility, or potential workload adjustments. Similarly, have open and honest conversations with your loved ones, ensuring they understand your commitments and the importance of balance in your life.
8. **Regularly reassess and adapt:** Work-life balance is not a static concept; it requires regular evaluation and adjustment. Periodically reassess your priorities, goals, and the effectiveness of your strategies. Be flexible and willing to make changes as needed to ensure your balance aligns with your evolving circumstances.

Remember that work-life balance is a personal endeavor, and what works for someone else may not work for you. It may take time to find the right balance, so be patient, persistent, and willing to make adjustments along the way.



II. Courses

All

“Balancing work and life”, Dave Crenshaw, LinkedIn

Preview-Video: Shifting from the “culture of now” to “culture of when”

Also: “Time management”, “Improving your focus”, ...



PhD students

“Complete your PhD studies on time and feel good along the way!” GROUP 1 and 2

7.9. and 5.9., 9-12:00, Aula Magna,

registration:

<https://www.su.se/staff/personnel/working-environment-equal-terms/complete-your-phd-studies-on-time-and-feel-good-along-the-way-group-1-1.656460>

<https://www.su.se/staff/personnel/working-environment-equal-terms/complete-your-phd-studies-on-time-and-feel-good-along-the-way-group-2-1.656468>



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III. Activities

a) Individuals: Conversations - Walk the talk

“...by taking a walk during meetings you can contribute to creating both variety and movement in everyday life. Walking meetings work best for meetings that take place between two people.”

b) Group activities: Team building - Escape room

“...team building incentivizes collaboration and communication, thus urging people to coordinate their full efforts on common goals. Which improves the overall quality of their output, increasing productivity.”

(Fox in the Box, https://foxinaboxseattle.com/can_team_building_exercises_really_improve_productivity/l-54)

Offer tools for effective working: Slack, Labfolder, Prism (Graphpad), Protocols, EndNote, and more.

III. Activities

c) Department support:


- Rest room at KÖL
- Let people privatize their workplace
- Have an eye on individuals overtime
- Promote health related support (benefits for sport and health), recruit for sports
- MMK Info: reminding of how to set up E-mails and send them during working hours
- ...

Group activity

Join at menti.com use code 4435 0157

Quiz time!

Work-Life-Balance



GO TO menti.com

ENTER THE CODE
4435 0157

0

Acknowledgment




Head of Department MMK 🙌



Head of Department OC 🙌



Communicator / Coordinator 💪



*Nurture yourself, prioritize health,
and have unwavering faith in your
potential for success.*