



Work-Life Balance

SEHG-PD-7587 · Business · approx. 6 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Welcome to the Work-Life Balance course. Work-life balance is essential to combat stress, ensuring both individual and company success. The stress associated with unbalanced lifestyles is costly; it damages productivity and increases individual health risks. Employees who have the tools to balance their professional and personal lives are happier, healthier, and more productive. In addition to improving performance, many younger employees place a high value on work-life balance. Companies that include work-life balance as part of their culture will be better able to attract qualified candidates.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Explain the benefits of work life balance
- Recognize the signs of an unbalanced life
- Identify employer resources for a balanced lifestyle
- Improve time management and goal setting
- Use the most effective work methods for you
- Create balance at work and at home

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 6 instructional videos — 6 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Benefits of a Healthy Balance**
 - Why It's Important
 - Increased Productivity
 - Improved Mental and Physical Health

- Increased Morale
- **Module 3 — Signs of an Imbalance**
 - Health Risks
 - Absenteeism
 - Stress
 - Burnout
- **Module 4 — Employer Resources**
 - Offer More Employee Control
 - Ask Employees for Suggestions
 - Employee Assistance Program (EAP)
 - Reward Your Staff
- **Module 5 — Tips in Time Management**
 - The Urgent/Important Matrix
 - Learn to Say No
 - Stay Flexible
 - The 80/20 Rule
- **Module 6 — Goal Setting**
 - The 3 P's
 - SMART Goals
 - Visualization
 - Prioritizing Your Goals
- **Module 7 — Optional Ways to Work**
 - Telecommuting
 - Job Sharing
 - Job Redesign
 - Flex Time
- **Module 8 — At Work**
 - Leave Home Stress at Home
 - Break Up Large Tasks
 - Delegate
 - Set Accurate Goals
- **Module 9 — At Home**
 - Leave Work Stress at Work
 - Turn Your Phone Off
 - Take Some “Me” Time
 - Maintain Your Boundaries
- **Module 10 — Stress Management**
 - Exercise
 - Eating Well
 - Getting Enough Sleep
 - Self-Assessment
- **Module 11 — Working in a Home Office**
 - Setting Up a Home Office
 - Setting Boundaries
 - Dealing with Distractions
 - Make a Schedule and Stick to It
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-PD-7587 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.