

GOAL SETTING

Your ability to set
goals

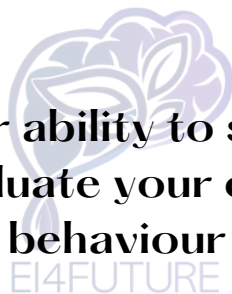


Set daily goals at work to avoid overworking. Make a work schedule every day with clear and achievable goals. This way you make sure you don't set yourself more than you are capable of doing.



SELF- MONITORING

Your ability to self-
evaluate your own
behaviour



Do a thorough review of what works for you and what doesn't. Try to be open about what you really need. Start by making small changes and then once you are confident, move in that direction.



PLANNING & PRIORITISATION

Your ability to plan steps to achieve your goals.



EI4FUTURE



Erasmus+

Although all your tasks are important, not all of them are equally urgent or necessary at the same time. Put your tasks in order and focus on one at a time.



Erasmus+

FLEXIBILITY

Your ability to adjust behaviour to unexpected changes.



EI4FUTURE



Erasmus+

Understanding that things don't always happen as planned is key to not overloading yourself. When problems occur, look for practical solutions.



Erasmus+

TIME MANAGEMENT

Your ability to use
your time
productively and
efficiently.



Establish schedules.
Not only with your
bosses, but also with
your co-workers
and, even more, with
yourself. Determine
when you are going
to work and when
you are going to
disconnect to be
with your loved ones.



ATTENTION & FOCUS

Your ability to
maintain focus on the
task at hand

E4FUTURE



Relax and discover
what activities boost
your energy and
helps you stay
focused. Set aside
time for pleasure.

E4FUTURE



IMPULSE CONTROL

(LEARN TO SAY NO)

Your ability to think
before acting.

EI4FUTURE



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It's okay to help
others or
offer to do extra
work, but don't
overdo it,
recognize how much
workload you can
handle and don't
accept it when it
compromises your
time off.



Erasmus+

SITUATIONS

- 1. Your wife complains that every time you go on vacation with her and your kids, you're on work calls all the time.**
- 2. You've always loved doing yoga, but now you just can't find the time to do it.**
- 3. Every Friday night, instead of going home when your workday is over, you decide to advance work for next week.**
- 4. Your friends haven't seen you for three months because you don't have time to meet them.**
- 5. Lately, you've been so stressed out that you're constantly arguing with your roommates.**
- 6. When you go out for a workout after work, you can't stop thinking about all the unresolved issues at work.**
- 7. You haven't played with your children for several weeks when you get home from a long day at work. You are too tired.**
- 8. You haven't phoned your grandparents for more than a month to ask how their health is.**
- 9. You have not taken a vacation for two consecutive years for work reasons.**
- 10. Ultimately, your life has no meaning.**
- 11. On weekends you are so tired that you don't even do hobbies you used to love.**
- 12. Junk food and snacks between meals have become your only source of nourishment.**

NAME OF THE GAME: EXECUTIVE FUNCTIONING CHALLENGE

ORGANIZATION: INDEPCIE

COUNTRY: SPAIN

Objective	<p>According to Sodexo (n.d.), one of the main problems for many people today is the feeling of always being working. Advances such as digitization, while they have streamlined work and boosted efficiency, have also brought with them the growing sense of dissatisfaction that many employees suffer from. In addition to the hours that can be spent within the four walls of the office, they have to be on their cell phones all the time or spend time on issues such as commuting to the office. We are talking about small aspects that involve a disconnection of the employee with his or her personal life. Having to answer emails outside working hours or making plans for the next day before going to bed can interfere with the vital obligations of each employee.</p> <p>This game is part of Module 7, which explains why balancing relationships and maintaining work-life balance is beneficial for people belonging to difficult socio-economic background, such as unemployed people, people from ethnic or national minorities, migrants, refugees, adults with disabilities, etc.</p> <p>By playing this game and putting into practice the knowledge acquired after reading Module 7, participants will:</p> <ul style="list-style-type: none">• Learn about some of the most important executive functioning skills.• Reflect on how to use these skills in specific situations where there is a lack of work-life balance.• Identify strategies to achieve a better work-life balance• Learn the benefits of having a proper work-life balance
Setup & Theme	<p>This game is designed to be played in small groups of 2 or 3 players so that the interaction between them is closer and more intimate.</p> <p>The materials required will be a set of 7 cards, a piece of paper with 12 situations that describe work-life balance issues and two dice.</p> <p>The player needs to reflect on ways to solve the situation by using a specific skill that has been randomly chosen from one of the cards.</p>
Card ranking & description	<p><i>Note: cards are not asserted according to the level of difficulty. All cards will have two sides: one with a specific executive skill; another one with a theoretical explanation about that skill, which has been previously presented in Module 7.</i></p> <p>Card 1</p> <p>Goal setting: your ability to set goals.</p>

Set daily goals at work to avoid overworking. Make a work schedule every day with clear and achievable goals. This way you make sure you don't set yourself more than you are capable of doing.

Card 2

Self-monitoring: your ability to self-evaluate your own behaviour.

Do a thorough review of what works for you and what doesn't. Try to be open about what you really need. Start by making small changes and then once you are confident, move in that direction.

Card 3

Planning and prioritization: your ability to plan steps to achieve your goals.

Although all your tasks are important, not all of them are equally urgent or necessary at the same time. Put your tasks in order and focus on one at a time.

Card 4

Flexibility: your ability to adjust behaviour to unexpected changes

Understanding that things don't always happen as planned is key to not overloading yourself. When problems occur, look for practical solutions.

Card 5

Time management: your ability to use your time productively and efficiently.

Establish schedules. Not only with your bosses, but also with your co-workers and, even more, with yourself. Determine when you are going to work and when you are going to disconnect to be with your loved ones.

Card 6

Attention and focus: your ability to maintain focus on the task at hand.

Relax and discover what activities boost your energy and helps you stay focused. Set aside time for pleasure.

Card 7

Impulse control (learn to say no): your ability to think before acting.

	<p>It's okay to help others or offer to do extra work, but don't overdo it, recognize how much workload you can handle and don't accept it when it compromises your time off.</p>
Gameplay	<p>The players will play paper, scissors and rock at the beginning to decide who's starting first. The first player will roll the two dice and sum the two numbers. When a specific number results from the two dice, the player will look at the list of questions and find the corresponding question number. For example, if a player has two dice with a 3 and a 4, the total sum of both will be 7. In this case, he will read question number 7 aloud to everyone.</p> <p>Then, after reading the question that will present a specific problem, each player will choose one of the cards at random. On each of the cards, the players will be able to read a specific executive skill. One by one, they must make use of the skill provided to find a solution to the problem that has been presented from the set of questions.</p> <p>After each player has spoken, players can read the other side of their card which contains specific information about the skill.</p>
Combinations	<p>A second variation of the game presented in the previous section is for the players to read the theoretical part that appears on one side of the card before starting to act. In this way, the players will have more knowledge about the different skills and this will serve as a clue for them to find a solution to the problem.</p>
Special rules (cooperative and competitive)	<p>None</p>
Winning/Learning outcomes	<p>In this game, no score is given. Each player will make use of their creativity and capacity for reflection to come up with a beneficial solution to the problem at hand. The learning outcomes are as follows:</p> <ul style="list-style-type: none"> ● Learn about some of the most important executive functioning skills. ● Reflect on how to use these skills in specific situations where there is a lack of work-life balance. ● Identify strategies to achieve a better work-life balance ● Learn the benefits of having a proper work-life balance

ANNEX WITH SITUATIONS

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