

I'm so stressed! – How to maintain a good work-life balance

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Immer mehr Berufstätigen fällt es schwer, Arbeits- und Privatleben „unter einen Hut“ zu bringen. Das zeigt die erhöhte Anzahl von Burnout-Fällen, von denen in der Presse immer wieder die Rede ist.

In dieser Unterrichtseinheit werden die Schüler darauf vorbereitet, über Herausforderungen und Probleme am Arbeitsplatz und im Privatleben auf Englisch zu sprechen. Sie erarbeiten typische Redewendungen, um Mitmenschen Ratschläge und Tipps zu geben, und wenden diese in einer *walking around activity* und einem Rollenspiel an.



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Arbeits- und Privatleben erfolgreich unter einen Hut zu bringen, ist für viele Berufsanfänger eine Herausforderung.

Das Wichtigste auf einen Blick

Kompetenzen

- den Begriff *work-life balance* kennen und auf geeignete Situationen anwenden
- den Wortschatz zum Thema *work-life balance* erweitern und anwenden
- Ratschläge und Tipps zu einem gesunden Lebensstil in mündlicher und schriftlicher Form erteilen
- Texten Informationen entnehmen
- den eigenen Lebensstil reflektieren

Dauer

4 Schulstunden + Test

Niveau

B1
(Differenzierungsmaterial für A2 und B2)

Ihr Plus

eine Farbfolie und ein Psychotest zum Thema *work-life balance*

Verlaufsübersicht

1. Stunde: I'm so stressed! – Getting to know the term "work-life balance"	
Material	Verlauf
M 1, OHP	Stressed or relaxed? – Situations in working life and private life / Fotos beschreiben und davon ausgehend über das Befinden von Personen diskutieren
M 2	A good work-life balance? – Finding a definition / den Begriff <i>work-life balance</i> kennen und anwenden und Wortschatz zum Thema erarbeiten
M 3	Do you have a good work-life balance? – Test yourself / einen Psychotest zum Thema machen und zum Ergebnis Stellung nehmen
<i>Stundenziel:</i>	Die Schüler kennen den Begriff <i>work-life balance</i> sowie wichtiges Vokabular zum Thema und können beides im Kontext anwenden.

2. Stunde: I recommend having a holiday – how to give advice	
Material	Verlauf
M 4	What can I do? – Phrases for giving advice / sprachliche Strukturen zum Erteilen von Ratschlägen erarbeiten
M 5	I recommend having a holiday – practicing giving advice / Redemittel in kontextbezogenen Übungen sprachlich korrekt verwenden
<i>Stundenziel:</i>	Die Schüler kennen typische sprachliche Strukturen zur Erteilung von Ratschlägen und wenden diese schriftlich und mündlich korrekt an.

3. Stunde: Get moving – learning about strategies for a balanced life	
Material	Verlauf
M 6	Get moving – strategies for a better work-life balance / einem Online-Artikel Strategien zu einer gesunden Lebensführung entnehmen und <i>collocations</i> zum Thema erarbeiten
<i>Stundenziel:</i>	Die Schüler entnehmen dem Text wichtige Strategien zu einer gesunden Lebensführung und übertragen diese auf die eigene Lebenssituation.

4. Stunde: What's your problem? – Giving advice in a role play	
Material	Verlauf
M 7	What's your problem? – A role play / ein Rollenspiel vorbereiten und durchführen
M 8	Talking about work-life balance / thematische Wortschatzliste
<i>Stundenziel:</i>	Die Schüler interagieren in einem Rollenspiel inhaltlich sinnvoll mit einem Gesprächspartner.



Sie finden alle Materialien im veränderbaren Word-Format sowie Materialien zur Differenzierung auf der **CD RAAbits Englisch Berufliche Schulen (CD 11)**.

Bei Bedarf können Sie die Materialien am Computer gezielt überarbeiten, um sie auf Ihre Lerngruppe abzustimmen.

Materialübersicht

1. Stunde I'm so stressed! – Getting to know the term "work-life balance"

- M 1 (Tr) Stressed or relaxed? – Situations in working life and private life
 M 2 (Ws) A good work-life balance? – Finding a definition
 M 3 (Ws) Do you have a good work-life balance? – Test yourself

2. Stunde I recommend having a holiday – how to give advice

- M 4 (Ws) What can I do? – Phrases for giving advice
 M 5 (Ws) I recommend having a holiday – practise giving advice

3. Stunde Get moving – learning about strategies for a balanced life

- M 6 (Tx) Get moving – strategies for a better work-life balance

4. Stunde What's your problem? – Giving advice in a role play

- M 7 (Rp) What's your problem? – A role play

Vocabulary Talking about work-life balance (M 8)

Test Show what you have learned about work-life balance (M 9)

Portfolio Was ich kann: How to maintain a good work-life balance

Bedeutung der Abkürzungen

Rp: Role play; Tr: Transparency; Tx: Text; Ws: Worksheet

Minimalplan

Sie haben nur zwei Stunden zur Verfügung? So können Sie die wichtigsten Inhalte erarbeiten:

1. Stunde: Defining work-life balance **M 2**
 2. Stunde: Phrases for giving advice **M 4 und M 5**

Zusatzmaterialien auf CD

- M2_Zusatz_A2 (alternatives Arbeitsblatt für A2 mit zusätzlichen Hilfestellungen)
 M4_Zusatz_A2 (alternatives Arbeitsblatt für A2 mit vereinfachten Aufgaben)
 M4_Zusatz_B2 (alternatives Arbeitsblatt für B2 mit zusätzlichen *phrases*)
 M5_Zusatz_B2 (alternatives Arbeitsblatt für B2 mit zusätzlichen *phrases*)
 Zusatz_word_search (Suchrätsel zu den Vokabeln aus M 2 und M 4)
 Zusatz_Übersicht_A2,B1 (Übersicht für A2/B1 über die Redemittel zum Erteilen von Ratschlägen)
 Zusatz_Übersicht_B2 (Übersicht für B2 über die Redemittel zum Erteilen von Ratschlägen)



A good work-life balance? – Finding a definition

M 2

Have you heard about the term *work-life balance* in the media? But what does it actually mean? How do you maintain¹ a good work-life balance? Find out more about it.



A good work-life balance – what does that mean?

Having a good work-life balance means that you **split your time**² and energy between your **working life** and your **personal life** (family, friends, hobbies, free time activities etc.) so that you feel happy and relaxed.

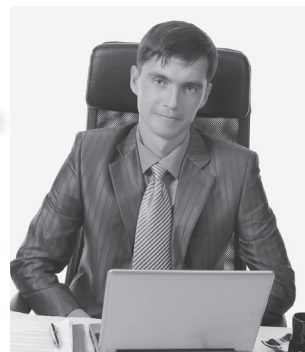
How stressed do you feel at work? Two young people have answered the question.

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Fiona, 26: I often feel really stressed at work, especially on the days before deadlines³. On these days I find it very important to take regular breaks. After work, in the evenings, I always spend some time with my friends or my boyfriend. We can work flexitime⁴ at our company so that you can sometimes take off in the morning or the afternoon. That's OK for my boss. What I don't like about my work is the very low salary⁶ I get. I'd really like to earn more money because I have an expensive hobby: horse riding. So I'm often short of money.

Robert, 23: First it was the job of my dreams: a good salary⁶, interesting projects to work on, and nice colleagues. But after a few months in the new company my employer⁷ gave me more and more work. I often work overtime⁸ and at the moment I'm feeling stressed out all the time. In the last few weeks I've often been in a bad mood⁹ and at night I suffer from sleeplessness¹⁰ because I think about work. I don't have time for my friends and my hobbies anymore. Work is just more important.



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Tasks

- Read the texts in the speech bubbles and the short info text.
 - Do the two young people have a good work-life balance? Why (not)? Write full sentences.

Vocabulary

1 **to maintain:** aufrechterhalten/beibehalten – 2 **to split your time:** seine Zeit aufteilen/einteilen – 3 **deadline:** der Abgabetermin, die Frist – 4 **to work flexitime:** flexible Arbeitszeiten haben – 5 **to take off:** hier: freinehmen – 6 **salary:** der Lohn/das Gehalt – 7 **employer:** der/die Arbeitgeber/-in – 8 **to work overtime:** Überstunden machen – 9 **mood:** hier: die Stimmung, die Laune – 10 **to suffer from sleeplessness:** unter Schlafstörungen leiden

Get moving – strategies for a better work-life balance

M 6

We all know times when we feel stressed and don't seem to have a "private life" anymore. Get to know some strategies on how to improve your personal work-life balance.

Tasks

1. Look at the following aspects of a good work-life balance. Rank the aspects (1 is the most important aspect). Then compare results with your partner.

- | | | | |
|--|---------------------------------------|---|------------------------------------|
| <input type="checkbox"/> autonomy | <input type="checkbox"/> friends | <input type="checkbox"/> mental ² /physical health | <input type="checkbox"/> family |
| <input type="checkbox"/> enjoyable free time | <input type="checkbox"/> relationship | <input type="checkbox"/> nice home (house, flat) | <input type="checkbox"/> adventure |
| <input type="checkbox"/> financial security ¹ | <input type="checkbox"/> good job | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

2. Read the article from an American website. Place the right heading over each paragraph.

- | | |
|---|--|
| a) Drop ³ activities that take your time or energy | c) Build downtime ⁴ into your schedule ⁵ |
| d) Remember that a little relaxation goes a long way | b) Get moving |

STRATEGIES FOR LIFE BALANCE

Here are five ways to bring a little more balance to your daily routine.

1. _____

When you plan your week, schedule time with your family and friends – and activities that help you recharge⁶. Some people plan activities on a regular basis, e.g. every Sunday afternoon. Mike Neithardt, an actor in New York, wakes up 3 hours before he has to go to work. He can go for a run and spend some time with his wife and baby. "Lots of my friends wake up, shower, and go straight to work. And they often complain about having no time to do anything," he says. "I find that if I can get those 3 hours in the morning, I have a more productive and peaceful workday."

2. _____

"Many people waste their time⁷ on activities that have no value⁸ – for example, checking your cell phone for new messages every 15 minutes," says Marilyn Puder-York, a psychologist from New York. Her advice: Take stock of activities⁹ that are not important to your career or personal life, and minimize the time you spend¹⁰ on them – this also includes the time you spend on the web and social media.

3. _____

Exercise may help you get more done by boosting¹¹ your energy level and ability¹² to concentrate. Samantha Harris, a lawyer in Philadelphia, goes to her gym¹⁴ 2 or 3 mornings a week. "It's been a real boost in terms of the energy I feel for the rest of the day," she says. "I feel like my head is clearer and I've had a little time to myself."

4. _____

Don't think that you need to make big changes to bring more balance to your life. Robert Brooks, author of life guide books, recommends setting realistic goals¹⁵. "Maybe you can start by spending an hour a week on your hobby. Even during a hectic day, you can take 10 or 15 minutes to do something that will recharge your batteries: Take a bath, read a trashy novel¹⁶, go for a walk, or listen to music."



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1 **financial security**: die finanzielle Sicherheit – 2 **mental**: hier: psychisch – 3 **to drop sth.**: hier: etw. weglassen – 4 **downtime**: die Auszeit – 5 **schedule**: der Zeitplan – 6 **to recharge**: hier: Energie tanken, sich ausruhen – 7 **to waste time**: Zeit verschwenden – 8 **value**: der Wert – 9 **to take stock of sth.**: hier: etw. sein lassen – 10 **to spend**: verbringen – 11 **to boost**: hier: steigern – 12 **ability**: die Fähigkeit – 13 **lawyer**: der Rechtsanwalt, die Rechtsanwältin – 14 **gym**: hier: das Fitnessstudio – 15 **to set realistic goals**: sich realistische Ziele setzen – 16 **a trashy novel**: ein schlechter Roman

3. a) Read the text again and decide whether the sentences are true or false.

	true	false
a) After his 3 hour run in the morning, Michael leaves for work immediately.	<input type="checkbox"/>	<input type="checkbox"/>
b) His wife and daughter always complain about having no time with him.	<input type="checkbox"/>	<input type="checkbox"/>
c) Marilyn’s advice includes limiting the time you spend on Facebook.	<input type="checkbox"/>	<input type="checkbox"/>
d) Robert takes a bath while recharging his mobile phone batteries ¹ .	<input type="checkbox"/>	<input type="checkbox"/>
e) He thinks it’s possible to relax on a busy day.	<input type="checkbox"/>	<input type="checkbox"/>

3. b) Correct the false sentences. Write down full sentences.

4. Match the first part of the expressions from the text with the second one.

- | | |
|---------------------------|--------------------------------------|
| 1 to schedule time | a your batteries |
| 2 to plan activities | b your energy level |
| 3 to boost | c of activities that waste your time |
| 4 to bring more balance | d with your family and friends |
| 5 to take stock | e realistic goals |
| 6 to spend an hour a week | f on a regular basis |
| 7 to recharge | g to your life |
| 8 to set | h on your health |



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1	2	3	4	5	6	7	8
				c			

5. What do the experts in the text say? Write at least five sentences with the phrases for giving advice you have learned. You can also use the expressions from task 4.

Example: Mike: "I recommend planning activities on a regular basis". Samantha: "You should ..."

6. Your opinion: Which advice is (not) helpful to you? Why? Make notes.

- Exchange ideas with your partner. Agree on² the two best pieces of advice. Make notes.
- In a group, discuss which pieces of advice you and your partner find most helpful and why.

Vocabulary

1 to recharge your mobile phone batteries: den Handyakku aufladen – 2 to agree on sth.: sich auf etw. einigen