



# THE 5 BUCKETS PRINCIPLE

**PRESENTED BY YOUR EMPLOYEE ASSISTANCE  
AND WORKLIFE PROGRAMS**

December 3, 2025

# OBJECTIVES

- Explore the effects of and influences on work-life balance
- Discuss the 5 Buckets Principle and the elements necessary to fill them
- Identify action steps to improve work-life balance



## SECTION 1

# WORK-LIFE EFFECTS AND INFLUENCES

# WORK-LIFE BALANCE

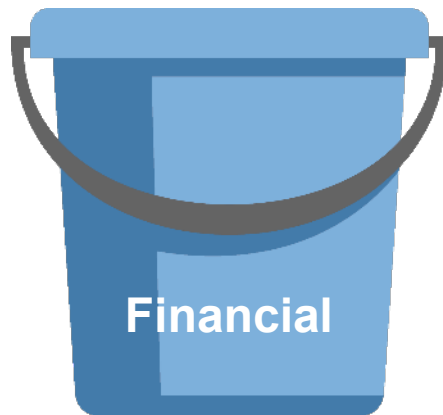
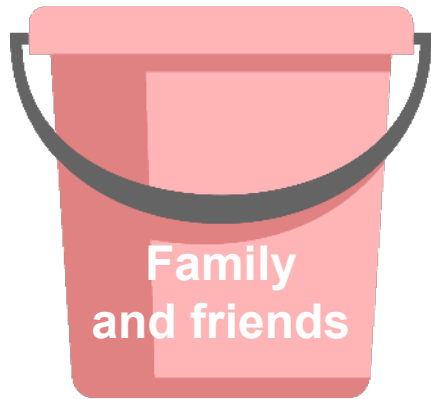
- The modern workday looks different
- Hybrid and remote work have changed expectations around time, flexibility, and focus
- Technology keeps us connected, but it also makes it harder to fully disconnect
- Balance today means setting boundaries, not just managing hours

-  **60%** of employees say maintaining work-life balance is a top priority when choosing a job
-  **48%** of workers say poor balance would cause them to leave their employer
-  **33%** of U.S. workers report not having enough flexibility to keep work and personal life in balance
-  **77%** of professionals have experienced burnout at least once in their career

## SECTION 2

# THE 5 BUCKETS

# FIVE BUCKETS



# FAMILY AND FRIENDS

## Family

- Quality time vs. quantity time
- When and when not to listen
- Set boundaries
- It is ok to say “no” to family

## Friends

- People who are happy for you during the good times, and will coach you through the bad times
- Be selective



# WORK

- **Remember:** You are at work more than almost anywhere else in your life
- **Reframe:** Adjust your attitude and mindset
- **List:** Itemize everything you like about your job
- **D. I. G.:** Make a “Darn, I’m good” file
- **Grow:** Continue evolving and learning
- **Manage:** Mitigate interruptions and time wasters
- **Perform:** Show up to work as your best self every day



# COMMUNITY AND GIVING BACK

- Outreach
- Volunteering
- Making connections
- The beauty of giving, caring, and mattering
- Teaching your family members to get involved
- The world we live in really is small, so it's even more important to care



# FINANCIAL

- Goalsetting
- Nickel and dime spending
- Retirement planning
- Meat vs. gravy
- Prepare for the unexpected
- Debt management
- Family values
- Inherited spending habits



# HEALTH

- Take care of yourself
- Exercise
- Schedule preventive screenings
- Keep a health journal
- Mind your nutrition
- Sleep
- Manage stress



## SECTION 3

# STEPS TO IMPROVE WORK-LIFE BALANCE

# INVEST IN YOURSELF

- The oxygen mask theory: It all starts with you
- Your D.H.A.: Dreams, hopes, and aspirations
- Get excited
- Get out of your comfort zone
- Motivation, willpower, and determination

# HAPPINESS AND HUMOR

- Enjoy life
- Embrace change and fear
- Laugh, laugh, laugh
- Show appreciation
- Move onward and upward
- Tap into your creativity
- Live mindfully
- Uphold your character
- Never give up
- Don't dwell on the past



# THE THREE RULES OF LIFE



- Your time is limited, so don't waste it living someone else's life



- Don't get trapped by dogma or let the noise of others' opinions drown out your inner voice



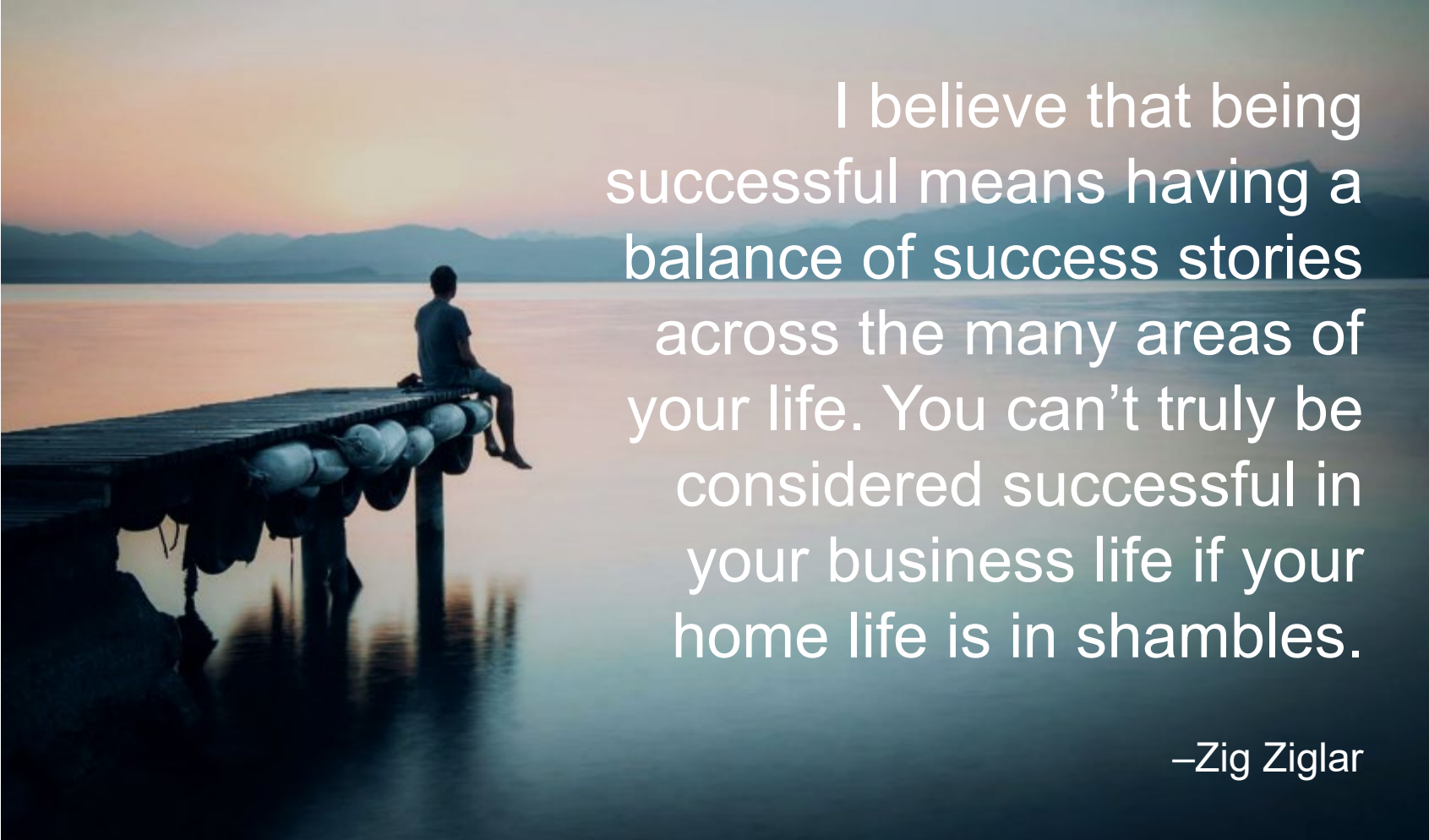
- Have the courage to follow your heart and intuition

# EXERCISE



- **Inhale** slowly through your nose for **four counts**
- **Hold** your breath for **four counts**
- **Exhale** gently through your mouth for **four counts**
- **Hold** again for **four counts**
- Repeat for three to five minutes or until you feel more centered

# SUCCESS



I believe that being successful means having a balance of success stories across the many areas of your life. You can't truly be considered successful in your business life if your home life is in shambles.

—Zig Ziglar

# START FILLING UP YOUR BUCKETS

Which three action steps will you commit to work on?

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1.

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2.

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3.

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# SUMMARY



- Work-life balance requires attention across the Five Buckets:
  - Family and Friends, Work, Community, Financial, and Health
- Small, consistent actions lead to meaningful improvement
- Prioritize wellbeing and set realistic boundaries
- Invest in yourself and embrace humor, creativity, and growth
- Success comes from aligning actions with values and priorities

# RESOURCES

## Books

- The 7 Habits of Highly Effective People
  - Stephen R. Covey, 2004
- Essentialism: The Disciplined Pursuit of Less
  - Greg McKeown, 2020
- Atomic Habits
  - James Clear, 2018
- The Happiness Project
  - Gretchen Rubin, 2018

## Online Articles

- [Work-Life Balance](#)
- [Work, Family, or Personal Life: Why Not All Three?](#)
- [The Importance of Work-Life Balance](#)

## Podcasts

- [The Happiness Lab](#)
- [Work Life with Adam Grant](#)
- [Optimal Living Daily](#)

## Apps

- [Headspace](#)
- [Credit Karma](#)
- [Calm](#)
- [Habitica](#)

# THANK YOU



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