

Balancing Work & Caregiving Toolkit



Balancing a job while caring for someone can feel overwhelming. Whether you're trying to focus during meetings while worrying about a parent at home, or rushing from a care appointment to your next shift, working caregivers face real challenges that impact their health, productivity, and long-term career goals.

The *Balancing Work & Caregiving Toolkit* is designed to support caregivers who are navigating the demands of both work and caregiving. With clear guidance and actionable tools, this resource helps caregivers stay on track professionally while managing care responsibilities at home.

Real strategies. Lasting support. Practical relief.

17 engaging learning activities across three key areas:

1. Workplace Challenges

- » How to talk to your employer about caregiving needs
- » Flexible work options that make sense for your role
- » Navigating benefits and legal protections like FMLA
- » What to do when work starts to slip, and how to course-correct early

2. Finding Balance

- » Support for managing guilt, burnout, and the “never enough” mindset
- » Tools for reshaping unrealistic expectations and building confidence
- » Self-care practices that actually fit into busy schedules
- » Ideas for building support networks at work and at home
- » Worksheets and reflection tools to help caregivers reconnect with what matters

3. Strategies For Daily Life

- » Time management tips and realistic goal-setting
- » Smart tech tools to simplify care and routines
- » Templates for weekly organization and care coordination
- » Boundary-setting resources and tutorials

Elevate Caregiver Support

- ◆ **Practical Tools:** Designed for working caregivers who need real solutions, not fluff.
- ◆ **Evidence-Informed:** Built on best practices in mental wellness and employment support.
- ◆ **Flexible Formats:** Articles, videos, scenarios, and worksheets that fit any learning style.
- ◆ **Emotionally Grounded:** Helps caregivers feel seen, supported, and empowered—at work and at home.



What Experts Are Saying

“Caregiving impacts nearly every workforce, and yet many don’t know where to turn for support. The content in this toolkit gives employees tools they can use right away.”

— Laura Clark, Chief People Officer, News-Press & Gazette Co/BERKS Group

“This toolkit offers a wealth of practical, relatable tips that truly reflect the realities of working caregivers. It’s a valuable resource.”

— Amy Goyer, Caregiving Expert, Consultant & Author of *Juggling Life, Work and Caregiving*

Bring It To Your Workforce

This toolkit is a ready-to-deploy resource for:

- » Employee wellness and EAP programs
- » HR departments supporting caregiver employees
- » Community partners and health organizations
- » Workplaces aiming to retain top talent through caregiver-friendly practices