

SEEKING THE ELUSIVE: WORK- LIFE BALANCE

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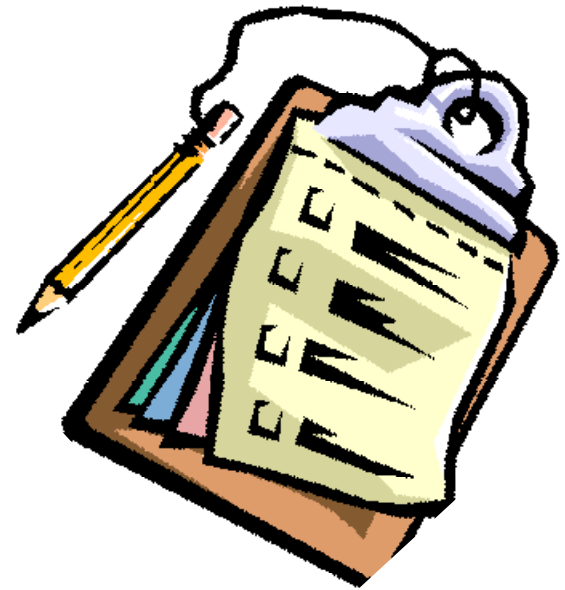
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OUTCOMES

In this session you will:

- Assess your perception of the balance in your life
- Discover why work-life balance is important and why it can be difficult
- Examine several ways that you can move towards balance in your life





What's It Like for You?





SO, HOW'S THAT WORKING FOR YOU?

1. How much pull do you feel between work and family or community activities, hobbies, etc.?
1= Little or none; 10 = A great deal
2. To what degree do you believe that your boss or co-workers think that you need to work more or harder?
1= Little or none; 10 = A great deal
3. How often does your family make sacrifices or limit activities because you need to work more?
1= Never; 10 = Frequently
4. Do others refer to you as a workaholic?
1= Never; 10 = Frequently



SO, HOW'S THAT WORKING FOR YOU? - 2

5. To what extent do you think that the amount of time you spend on the job conflicts with your long-term goals and desires for your life?
1= Little or none; 10 = A great extent
6. To what extent do you feel like you spend or waste time?
1= Little or none; 10 = A great extent
7. To what extent do you perceive your time and activities as energizing?
1= A great extent; 10 = Little or none
8. To what extent do you feel like the way you spend your time is a choice?
1= A great extent; 10 = Little or none



WHAT IS BALANCE

- What does balance mean to you?





WHY IS BALANCE IMPORTANT?

For the Organization . . .

- Retention
- Productivity
- Satisfaction
- Profits
- Development





WHY IS BALANCE IMPORTANT?

For You . . .

- Reduced stress
- Sense of well being
- Satisfaction with work
- Opportunity to contribute (community, etc.)
- Development



“A job is never going to give you a hug; it will never ‘be there for you’ when the going gets tough.”



TIPS FOR FINDING BALANCE: MANAGE STRESS

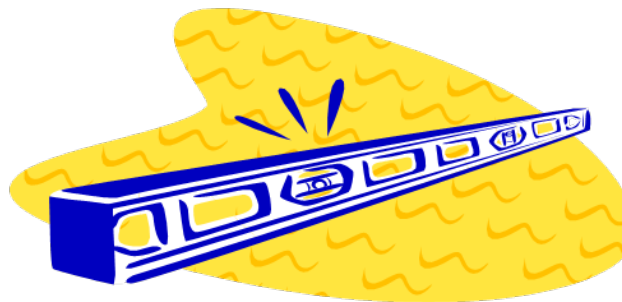
- Know what stresses you
- Change what you can
- Manage what you cannot change
- Use stress reduction techniques
 - Breathing
 - Exercise
 - Conscious choices / consequence analysis



TIPS FOR FINDING BALANCE: WORK TOWARD GOALS

Goals serve as the “level” to help you see when you are out of balance.

- What goals fit best for you?
- Balance your short- and long-term goals.





LIFE'S CHOICES

- Primary choices - Commitment to major results
- Secondary choices - Support primary choices
- **FUNDAMENTAL CHOICES** - Life orientation





TIPS FOR FINDING BALANCE: MANAGE TIME AROUND GOALS

Time invested goes towards things that have long-term value; time spent is dominated by the tyranny of the urgent.

Use tools for time management:

- ✓ Technology
- ✓ Priority Management
(Pickle Jar Theory)





IMPORTANT, URGENT, OR. . .

HI
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Self Development Contributions to Others	Career Challenges Family Issues
Busy Work	“Emergencies” “Fires to Fight”

LO

URGENCY

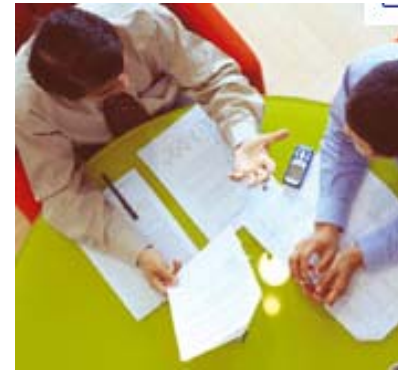
HI



TIPS FOR FINDING BALANCE: WORK ON RELATIONSHIPS

Work Relationships

- Boss
- Co-Workers
- Clients



Non-Work Relationships

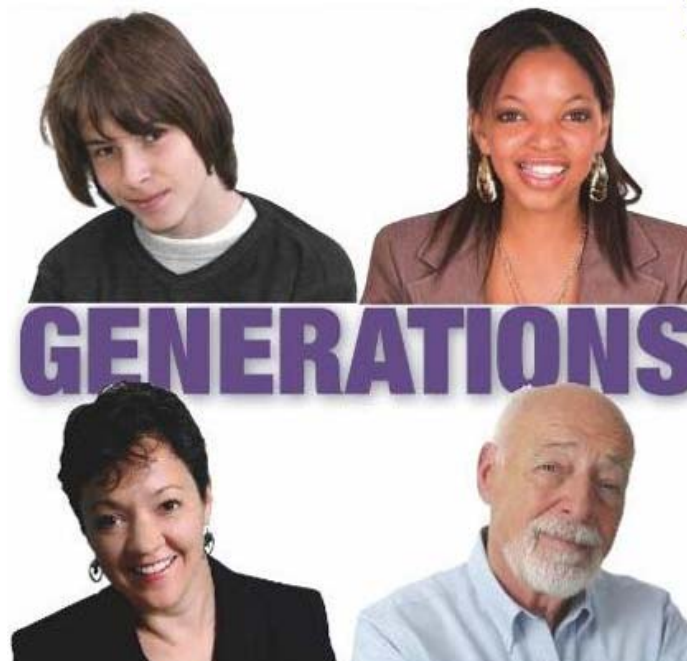
- Spouse / Significant Other
- Family / Friends
- Organizations





WHY IS BALANCE HARD TO FIND?

- Balance is not always the same. The “right” amount of time to spend on work activities isn’t the same for everyone.
 - Varies by individual and career life-stage and family situation





WHY IS BALANCE HARD TO FIND?

- Organizations face distinct pressures
 - Downsizing, productivity demands, customer expectations, company culture





WHY IS BALANCE HARD TO FIND?





ACTIVITIES THAT ENERGIZE!

Consider how you choose to spend your time.
Do you think of it as a choice?



Activities that energize you, that
fulfill you, create a sense of balance.



NEXT STEPS

- What is one thing you will commit to do to move toward a more satisfying balance in your life?
- What are one or two steps you can take this week to move in that direction?





PERSPECTIVE

BALANCE



~~day~~

~~week~~

~~month~~

~~year~~