LEARNING OBJECTIVES

Identify the sources that keep you out of balance

Determine the meaning of work-life balance

Learn time management strategies for effectively managing multiple demands

Explore the role of delegation and communication with others

Discuss the benefits of prioritizing important events

Develop an action plan to balance work and life demands
“A comfortable state of equilibrium achieved between an employee's primary priorities of their employment position and their private lifestyle.

Most psychologists would agree that the demands of an employee's career should not overwhelm the individual's ability to enjoy a satisfying personal life outside of the business environment.”

Source: BusinessDictionary.com
Do you feel that you currently have a good work-life balance in your life?

A. Yes  B. No  C. Unsure
FINDING A HEALTHY BALANCE

What are you currently balancing in your life?

Is it working?

What would you like to change?
ACTIVITY

1. Take a moment to list the activities and responsibilities in both your personal life and your professional life.

2. On a weekly basis, approximately how much time do you spend on each?
DUAL-CAREER COUPLES

• How do you divide the responsibilities?

• In the past month, do you think that there was a healthy balance between work and family?

• Does either partner get alone time?

• Do you regularly schedule couple’s time?

• What are two changes you would like to make to create more harmony in your life?
• What are your main supports?

• In the past month, do you think that there was a healthy balance between work and family?

• Do you get alone time?

• What are two changes you would like to make to create more harmony in your life?
INDIVIDUALS OR COUPLES WITHOUT CHILDREN

• How do you allocate your time between your work and your personal life?

• In the past month, do you think that there was a healthy balance between work and family?

• Do you get alone time?

• What are two changes you would like to make to create more harmony in your life?
OTHER TYPES OF FAMILIES

- Individuals or couples in a caregiving role
- Single-career couples with children
- Single-career couples without children
“Nature does not hurry, yet everything is accomplished.”

Lao Tzu

Every living thing needs to grow.

Growth only happens in an ecologically balanced environment.

When balance is disturbed, plants and marine life start to die.

Action is necessary to restore balance.
FEELING UNBALANCED?

Take some time and think about what happens to the following:

- Attitude
- Interactions with people
- Effectiveness in personal life
- Effectiveness at work
- Creativity
- Leadership
CHECK YOUR “OUT OF BALANCE” STATE

Monitor your energy level and emotional state.

Eat energy and brain foods.

Pace yourself.

Build problem-solving skills.

Lighten the situation with humor.

Assess your environment.

Exercise regularly.
Focus on reducing energy drain.

Identify what you can change and what you cannot.

Align your goals, values and beliefs.

Set limits and delegate.

Create new challenges that are aligned with your values.

Give yourself frequent breaks.

Seek support.
ACHIEVING BALANCE: STRATEGIES FOR HOME

- Hold family meetings.
- Combine tasks.
- Rotate which tasks get completed.
- Re-evaluate priorities.
- Plan weekend activities.
ACHIEVING BALANCE: STRATEGIES FOR WORK AND PLAY

- Use discretionary time.
- Set limits.
- Communicate your needs.
- Get support.
- Be supportive.
# Stephen Covey's Time Management Matrix

<table>
<thead>
<tr>
<th>URGENT</th>
<th>NOT URGENT</th>
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<tbody>
<tr>
<td>Preparation</td>
<td>Prevention</td>
</tr>
<tr>
<td>Crisis</td>
<td>Values clarification</td>
</tr>
<tr>
<td>Pressing problems</td>
<td>Planning</td>
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<tr>
<td>Time wasting</td>
<td>Relationship building</td>
</tr>
<tr>
<td>Trivia</td>
<td>True recreation</td>
</tr>
<tr>
<td>Escaping activities</td>
<td>Empowerment</td>
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<tr>
<td>Irrelevant mail</td>
<td>Emotional</td>
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<tr>
<td>Excessive TV</td>
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<table>
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<tr>
<th>IMPORTANT</th>
<th>NOT IMPORTANT</th>
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<tbody>
<tr>
<td>Interruptions, some</td>
<td>Important</td>
</tr>
<tr>
<td>Phone calls</td>
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<td>Some mail, some</td>
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<td>Meetings, some</td>
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<td>Reports</td>
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<td>Many proximate,</td>
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<tr>
<td>Pressing matters</td>
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<tr>
<td>Many popular</td>
<td></td>
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<tr>
<td>Activities</td>
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FINAL TIPS

Schedule time to be alone.

Spent time on what you're passionate about.

Let go of whatever gets in your way.

Focus on the positive aspects of change.

Continue to share your thoughts and feelings.
WHEN TO TALK TO A PROFESSIONAL COUNSELOR

Emotions feel unwieldy
Using drugs or alcohol to cope
Reckless behavior
Decreased work performance
Interpersonal difficulties
Disrupted sleep
Appetite changes
Suicidal thoughts
Consider the following questions as you develop your action plan to balance work and life demands:

What current strategies are working well?

What strategies need to change?

What resources can I draw from?

What are three things that I can do immediately to increase my sense of time management?
Your EAP Services at a Glance

- Telephone and crisis counseling 24-7, 365
- Face-to-face or telephone based short term counseling
- Professional referrals to community resources as needed
- Legal and financial services and referrals
- Eldercare/Childcare assistance and referrals
- Take the Highroad Program - $45 max reimbursement
- Employee and supervisor training seminars
- Crisis Intervention Services (CISD)
- Enhanced website with interactive will preparation, savings center, monthly newsletters, and more.

Toll-Free: 1-888-993-7650
Website: www.deeroakseap.com
Questions?


Action Plan

What current strategies are working well?

What strategies need to change?

What resources can I draw from?

What are three things that I can do immediately to increase my sense of time management?
Delegating

Directions: List all of the activities that occupy your time. These activities may be business related or personal. List every task, even if they may seem small. This exercise is designed to help you determine your areas of profound expertise as well as the areas that you can delegate to others.

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</table>
Complete Delegation

Directions: Use the information from the previous activity to fill out the following chart.

<table>
<thead>
<tr>
<th># Item</th>
<th>Task to be Delegated</th>
<th>Delegate to Whom?</th>
<th>Hours Now Available</th>
<th>Task to Fill Now Available Hours</th>
<th>Date Delegated</th>
<th>V When Delegated</th>
</tr>
</thead>
</table>
Bring Your Work and Life Into Balance

Most people don’t know how to balance work in relationship to other areas of their life, often described as work-life balance. Hectic work schedules, increased responsibility, new technology, and the need to read and respond to growing quantities of e-mail and voicemail are just some of the things that place huge demands on your work life. This pressure may cause you to feel as if your work is a prison that you can never escape as more and more keeps coming at you.

Many of us work in environments that have management’s hands-on Involvement. Work comes from a lot of different sources and you might be supporting many different people. You’re pulled in various directions without knowing why or understanding how to cope with expectations from multiple people. It’s a lot to handle and it may seem impossible to bring your work and life into balance.

Whether you’ve been promoted or are just trying to cope with the relentless pressures of the modern work environment, learning new ways to handle it all will help you achieve that important balance. The place to start is with yourself and the way you think about the demands on you. Below are four ideas to help your bring your work and life into balance by changing your attitudes about what you can, and should, accomplish at work.

1. **Do not please everyone.**
   The underlying goal of many executives is to please everyone in an effort to be perceived as doing a good job. This desire, along with overcompensation, causes you to be ineffective in work-life balance and managing your time effectively. People who are really good at pleasing everyone don’t say no to anything being given to them. They don’t want to be critical or to challenge a paradigm that is being presented by either a boss or superior. What happens is that they become stuck in a place where they say yes to everything without giving consideration to what is most important or what is the best use of their time. If you try to please everyone, the one person who doesn’t get pleased is you! You can’t be placed second while someone else at work is always placed first. Instead, take care of yourself first and foremost.

2. **Be true to yourself.**
   Many executives think they get respect from others inside the company by how much they do and how well they do it. However, a very important determiner of respect is integrity, and integrity requires being true to yourself. To do that, you must know what your truth is. What is yours? When you have too great a workload, isn’t your truth to try and rebalance it? When you have too many things going on and too many projects, isn’t it your job to delegate more? There is a truth that always exists within work life: the need to do what is right for you, not what is right for the company. Yes, you must often do what the company wants you to do, but not to such a degree that you get lost within that paradigm. It’s important to know your truth and be able to take a stand on what you need to do to be true to yourself.

3. **Set high boundaries.**
   In order to set high boundaries, you need to know what you are willing to say yes to and what you are willing to say no to in the areas of work-life balance. For example, have you set boundaries that you will not work past a certain time, not get to the office before a certain time, and take time for lunch every day? Do you know what your boundaries are so that when you get a huge project, you won’t allow your boundaries to evaporate because of the demands of the project? Setting boundaries will help you have a work-life balance that provides you enjoyment, peace, and fulfillment in all aspects of your life. When you feel a great amount of stress and burden from the demands of your work, it’s almost impossible to make time for what you most need or want in your life. This is why having and setting boundaries is so vitally important. If you keep your boundaries strong, they will protect you and take care of you no matter how difficult, troubling, or challenging your work can become.
4. **Set realistic and lower expectations with yourself.**
Set realistic expectations with yourself that allow for underpromising. What is underpromising? It's allowing yourself to do less than you think you can do. If you think it will take 1.5 hours to do something, give yourself 2 hours. Do the following:

- **Step 1**—Give yourself increased time frames to get things done.
- **Step 2**—Increase the amount of gentleness and compassion you have for how much you need to get things done.
- **Step 3**—Increase your expectations of yourself so you have more room to fail and more room to succeed. You'll be less inclined to beat yourself up when you have underpromising expectations. Most people say they underpromise, but do exactly the opposite by giving themselves very high expectations. For example, if they think they have an hour to get something done, they give themselves 40 minutes. This puts extra pressure on them. Many executives create such high expectations that they rarely accomplish what needs to get done.

Practice these four suggestions and you'll soon see a decrease in your stress level and an increase in the quality of your work.

**About the Author**

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Joel Garfinkle is recognized as one of the top 50 coaches in the U.S., and the author of 7 books, including *Getting Ahead: Three Steps to Take You: Career to the Next Level*. He has worked with many of the world's leading companies, including Google, Deloitte, Amazon, Ritz-Carlton, Gap, Cisco, Oracle, and many more. Visit Joel online at Garfinkle Executive Coaching. Subscribe to his *Fulfillment@Work Newsletter* and receive the free e-book, *40 Proven Strategies to Get Promoted Now!*

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