MAKING A LIFE WHILE MAKING A LIVING: WORK-LIFE BALANCE
Billie Smith-Jones holds a Masters in Counseling with an emphasis on marriage and family therapy and has been working in the mental health field since 2006. Billie has extensive experience working in outpatient and inpatient settings and has also facilitated groups on depression, self-esteem, and providing psycho-education on caregiving.

Billie also received a certification in training from the Association for Talent Development and is currently pursuing her coaching certification in hopes of inspiring change for those who feel stuck and/or lost and unable to move forward. Billie has been with Workplace Options for 9 years where she began as an intake counselor and now currently holds the position of Global Training Coordinator. Billie not only trains intake counselors but contributes to the development and implementation of trainings. She oversees a team of global trainers to ensure that trainings are following standard processes and procedures.

On a personal note, Billie is the proud mother of two children ages 3yrs and 13yrs and strongly believes that laughter heals and nourishes the soul.
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.”

Do you feel that you currently have a good work–life balance in your life?

A. Yes

B. No

C. Unsure
What are you currently balancing in your life?  
What would you like to change?  
Is it working?
1. 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?
FAMILIES

- Dual-career couples with children
- Single parents
- Individuals or couples without children
• 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 2 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 2 changes you would like to make to create more harmony in your life?
• 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 2 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
• 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.
ACHIEVING BALANCE

- 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.
• Use discretionary time.
• Set limits.
• Communicate your needs.
• Get support.
• Be supportive.
<table>
<thead>
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<th>A.M.</th>
<th>P.M.</th>
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<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>6 7 8 9 10</td>
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<td>11 12</td>
<td>1 2 3 4 5</td>
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TIME MANAGEMENT - PEAK PERFORMANCE TIMES
# Stephen Covey's Time Management Matrix

<table>
<thead>
<tr>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPORTANT</strong></td>
<td><strong>preparation</strong></td>
</tr>
<tr>
<td>crises</td>
<td>prevention</td>
</tr>
<tr>
<td>pressing problems</td>
<td>values clarification</td>
</tr>
<tr>
<td>deadline-driven</td>
<td>planning</td>
</tr>
<tr>
<td>projects, meetings, preparations</td>
<td>relationship building</td>
</tr>
<tr>
<td></td>
<td>true recreation</td>
</tr>
<tr>
<td></td>
<td>empowerment</td>
</tr>
<tr>
<td><strong>NOT IMPORTANT</strong></td>
<td><strong>trivia, busy work</strong></td>
</tr>
<tr>
<td>interruptions, some phone calls</td>
<td>some phone calls</td>
</tr>
<tr>
<td>some mail, some reports</td>
<td>time wasters</td>
</tr>
<tr>
<td>some meetings</td>
<td>&quot;escape&quot; activities</td>
</tr>
<tr>
<td>many proximate, pressing matters</td>
<td>irrelevant mail</td>
</tr>
<tr>
<td>many popular activities</td>
<td>excessive TV</td>
</tr>
</tbody>
</table>
IMPORTANCE OF PRIORITIZING
FINAL TIPS

- Schedule time to be alone.
- Spend 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.
Consider the following questions as you develop your action plan to balance work and life demands:

1. *What current strategies are working well?*
2. *What strategies need to change?*
3. *What resources can I draw from?*
4. *What are 3 things that I can do immediately to increase my sense of time management?*
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
FOR ADDITIONAL ASSISTANCE
CONTACT YOUR EMPLOYEE ASSISTANCE PROGRAM (EAP)


