



## THE SECRET TO WORK-LIFE BALANCE



# LEARNING OBJECTIVES

- Determine the meaning of work-life balance
- Identify the sources that keep you out of balance
- Explore what happens when we are out of balance
- Learn time-management strategies for effectively managing multiple demands
- Achieve balance and discover tips and tricks to do so
- Develop an action plan to balance work and life demands



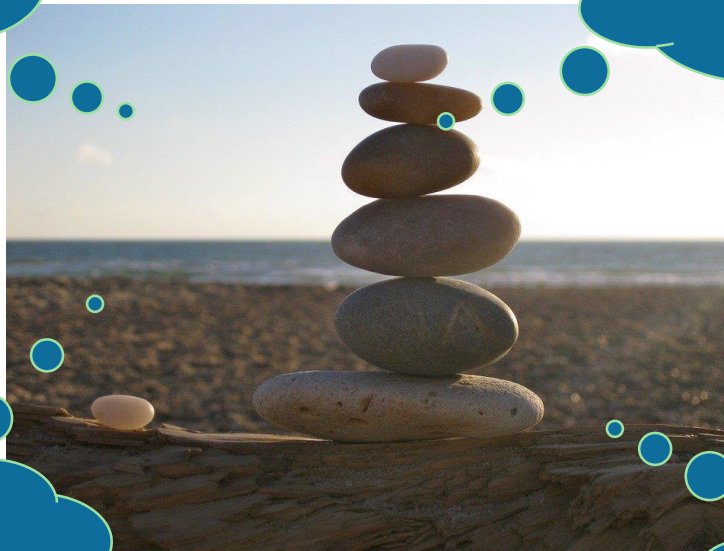
# DEFINING WORK-LIFE BALANCE

Does it mean  
50/50?

Achievement +  
Enjoyment  
= Fulfillment?

Can all parties  
benefit?

Values and  
Priorities?





## WORK-LIFE BALANCE

"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](http://BusinessDictionary.com)



# FACTORS THAT IMPACT WORK-LIFE BALANCE



- Working Conditions
- Flexibility
- Long Hours and Shift Work
- Deadlines
- Lack of Training or Tools
- Support Structure
- Relationships
- Change
- Time

- Family Commitments
- Parenting and Child Care
- Fitness and Health
- Money and Finances
- Social Network
- Change
- Time

# 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?





## FAMILIES

Dual-career couples with children

Single parents

Individuals or couples without children





# FAMILY SITUATION

Dual-Career Couples	Single Parents	Individuals or Couples without Children
<ul style="list-style-type: none"><li>▪ How do you divide the responsibilities?</li><li>▪ In the past month, do you think that there was a healthy balance between work and family?</li><li>▪ Does either partner get alone time?</li><li>▪ Do you regularly schedule couple's time?</li><li>▪ What are two changes you would like to make to create more harmony in your life?</li></ul>	<ul style="list-style-type: none"><li>▪ What are your main supports?</li><li>▪ In the past month, do you think that there was a healthy balance between work and family?</li><li>▪ Do you get alone time?</li><li>▪ What are two changes you would like to make to create more harmony in your life?</li></ul>	<ul style="list-style-type: none"><li>▪ How do you allocate your time between your work and your personal life?</li><li>▪ In the past month, do you think that there was a healthy balance between work and family?</li><li>▪ Do you get alone time?</li><li>▪ What are two changes you would like to make to create more harmony in your life?</li></ul>



## BALANCE: LESSONS FROM NATURE

"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.



# 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.

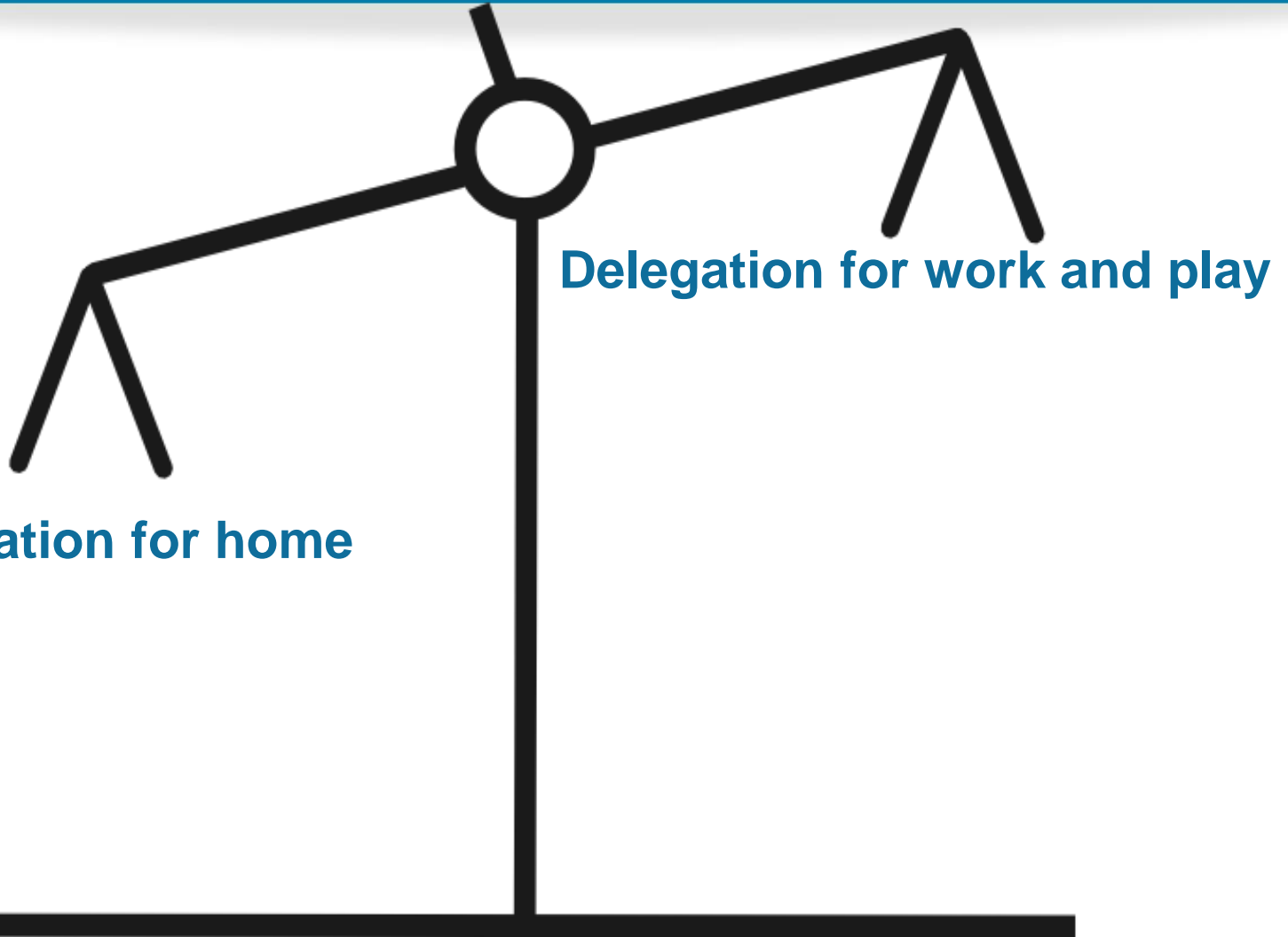


# ACHIEVING BALANCE: STRATEGIES FOR HOME

- Hold family meetings.
- Combine tasks.
- Rotate which tasks get completed.
- Re-evaluate priorities.
- Plan weekend activities.



# ACHIEVING BALANCE THROUGH DELEGATION





# EFFECTIVE DELEGATION

- Determine tasks.
- Choose the right person.
  - Request; don't order.
  - Give clear expectations and outcomes.
  - Provide proper tools and training.
  - Give sincere recognition.
- Accept that it may be done differently.





# ACHIEVING BALANCE: STRATEGIES FOR WORK AND PLAY

- ✓ Try to draw a clear line between work and leisure.
- ✓ Recognize the importance of protective factors—exercise, leisure activities, friendships (don't sacrifice these for longer hours).
- ✓ Don't be a slave to technology:
  - Set dedicated times to check email.
  - Enforce no screen-time before bed.
  - Adjust your notification settings. Waking up to a phone full of notifications or being constantly pinged by email, chat, or social media means you are never truly "off work."
- ✓ Learn to say, "No"—know when to stop.
- ✓ Get support and be supportive. Be part of a team. Who is your network?

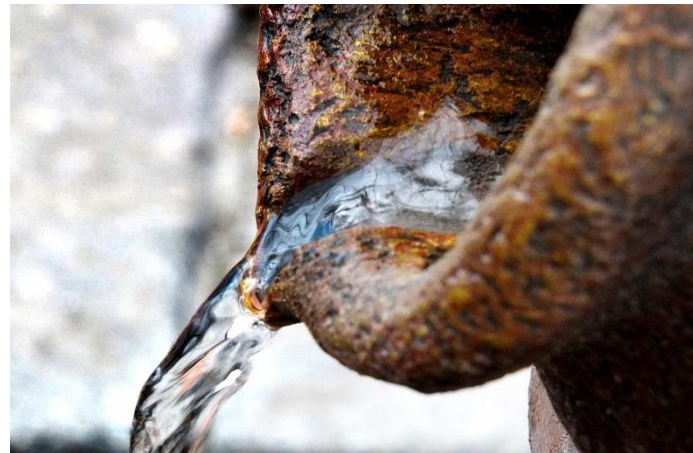
# STEPHEN COVEY'S TIME MANAGEMENT MATRIX

	URGENT	NOT URGENT
IMPORTANT	<p><b>Necessity: Reduce</b></p> <ul style="list-style-type: none"><li>•crises</li><li>•pressing problems</li><li>•deadline-driven projects, meetings, preparations</li></ul>	<p><b>Quality: Increase</b></p> <ul style="list-style-type: none"><li>•preparation</li><li>•prevention</li><li>•values clarification</li><li>•planning</li><li>•relationship building</li><li>•true recreation</li><li>•empowerment</li></ul>
NOT IMPORTANT	<ul style="list-style-type: none"><li>•interruptions, some phone calls</li><li>•some mail, some reports</li><li>•some meetings</li><li>•many proximate, pressing matters</li><li>•many popular activities</li></ul>	<ul style="list-style-type: none"><li>•trivia, busy work</li><li>•some phone calls</li><li>•time wasters</li><li>•"escape" activities</li><li>•irrelevant mail</li><li>•excessive TV</li></ul>

**Deception: Manage**      **Waste: Avoid**



# IMPORTANCE OF PRIORITIZING





## FINAL TIPS

- Be aware and recognize the signs of imbalance early on.
- Identify what you can change and what you can't.
- Spend time on what you're passionate about.
- Schedule time to be alone.
- Let go of whatever gets in your way.
- Focus on the positive aspects of change.
- Continue to share your thoughts and feelings.



# ACTION PLAN!

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?



## FINAL THOUGHT

"We have overstretched our personal boundaries and forgotten that true happiness comes from living an authentic life fuelled with a sense of purpose and balance." - Dr. Kathleen Hall





# 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





ALWAYS AVAILABLE.  
ALWAYS CONFIDENTIAL.

FOR ADDITIONAL ASSISTANCE  
CONTACT YOUR EMPLOYEE ASSISTANCE PROGRAM (EAP)