WORK-LIFE BALANCE
“What it is, What it’s Not, How to have more!”

Presented by:
Robin B. Wood, MPH, Med
Health Program Manager,
California’s Valued Trust (CVT)

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Work-life Balance

We're no longer using the term "work-life balance" because it implies that your life is important.

Now we call it "work-life integration" so it's easier to make you work when you would prefer being with loved ones.

And I'd like to give a big thanks to those of you who never had a life.

You're welcome.
What is Work-life Balance?

• Definition #1: Work-life balance is “Combining work, family relationships and leisure time into a satisfying life.”

• Definition #2: Work-life balance is a concept including prioritizing between “work” (job/career and ambition) and “lifestyle” (health, pleasure, leisure, family, and spiritual development).
Work-life Balance
Work-life Balance – What it is *not*

- Work-life balance does *not* mean that there must be equal balance across all aspects of an individual’s life.

- Work-life balance does *not* stay the same but will vary over time.

- Work-life balance is different for each person. There is no one size fits all!
It's all about quality of life and finding a happy balance between work and friends and family.

Philip Green

QuotesEverlasting.com
Work-life Balance Assessment

• Take out your handout labeled “Exercise 1”.

• Complete the “Work-life Balance Assessment”.*

• Tally your score

* Source: Wayne State University, www.wayne.edu
Your Results

0-2 points: Your life is in pretty good balance; just be sure to do what you can to guard that balance.

3-5 points: Your work/life balance is teetering on the edge; now is the time to make changes before problems overwhelm you.

5 or more points: Your life is out of balance; you need to take immediate action to make changes in your work and home life before things start crashing around you.
How do I make changes to my work-life balance?
Helpful “Coping” Tools

C = Communicate

O = Organize

P = Plan

E = Establish Self-Care
“Communication - the human connection - is the key to personal and career success.”

- Paul J. Meyer
Communication Tips

• Speak up!

• Talk with your supervisor to understand your district’s work-life policies and benefits or any other work-related concerns you may have.

• Speak to your family about sharing the work load.

• Have regular family meetings to share ideas and solve problems.
“The way we communicate with others and with ourselves ultimately determines the quality of our lives”
- Tony Robbins
List one action that you will accomplish this week to be a more effective communicator.
For every minute spent organizing, an hour is earned.

Anonymous

metropolitanorganizing.com
Organizing Tips

• Make a prioritized “to do” list every day for work and home.

• **Track your time**: Pay attention to your daily tasks, including work-related and personal activities. Decide what’s necessary and what satisfies you the most.

• Display family schedules on a single **calendar**.

• Schedule times for things such as shopping and meal preparation.
List one thing you will do this week to be more organized.
Most people don’t plan to fail, they fail to plan.

-John L. Beckley
Planning Tips

• **Set realistic goals**, prioritize them and create a plan of action to achieve them. *Having a plan helps you maintain focus!*

• Make a chart to **identify your priorities**.

• **Arrange a back-up** in case of an emergency, and discuss back-up plans with family members.

• **Organize household tasks** efficiently, such as running errands in batches or doing a load of laundry every day.
List one planning tip that you will implement this week.
If your compassion does not include yourself, it is incomplete.

– Jack Kornfield

TooMuchonHerPlate.com
Establishing Self-care

- Set aside time daily to connect with loved ones.
- Make a conscious decision to separate work time from personal time.
- Reach out to others for support.
- Take 30 minutes daily to exercise
- Take 30 minutes daily to read and/or relax.
List one self-care tip that you will plan this week.
Weekly Role Assessment

• Take out your handout labeled “Exercise 2”.

• In the first section, you’re going to list the most important thing you can do for yourself this week in each category.
For Example........

What’s the most important thing I can do for myself this week?

**Physical:** Tennis on the weekend and walking everyday (10,000 steps goal each day)

**Social/Emotional:** 2 lunch dates with friends

**Mental:** Audio books and learn something new for work

**Spiritual:** Daily prayers
Your Roles Exercise (Part 2)

- In the next section, list all the roles you have in your life.

- List actions to support or nurture those roles.
For Example

My Roles

Role: Wife

Actions: Set-up a date night with my husband

Role: Mother

Actions: Send a birthday card/gift to Colin and help Rachel with researching colleges.

Role: Health Program Manager

Actions: Make a to-do list and prioritize it
My Roles Continued.....

Robin’s Roles

Role: Co-Worker

Actions: Walk with Charo and Sarah, bring in healthy snacks for the staff one day.

Role: Sister

Actions: Call Cindy to see how she’s doing with her stress at work and encourage her.

Role: Friend

Actions: Connect with 2 friends and schedule lunch dates
Now you complete your role sheet!
Conclusion

• Communicating your feelings, thoughts and needs as well as setting aside leisure time are goals for achieving work-life balance.
• Set realistic, small goals.
• Establish clear boundaries between work time and home time.
• Review your roles and assess how you’re spending your time each week.
• Learn to say “No” – whether it’s a co-worker asking you to spearhead a project or your child’s teacher asking you to organize a class party, remember that it’s OK to respectfully say no.
• Bolster your support system or ask for help
• Know when to seek professional help.
Thank you!

Any questions?