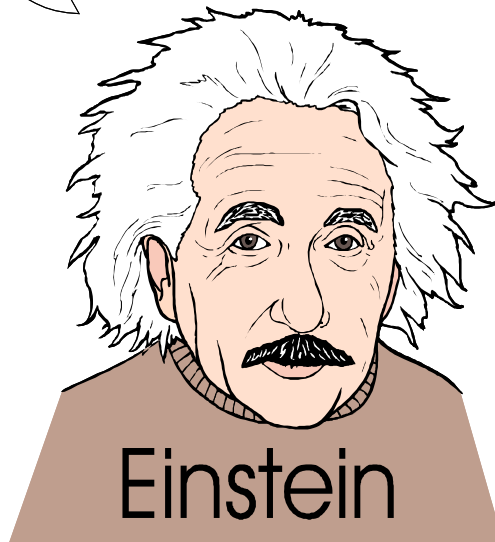


Critical prioritising for work/life balance



Definition of Insanity

Insanity is doing the same thing over and over, expecting to get a different result!



Where and how could you do things differently?

.....

.....

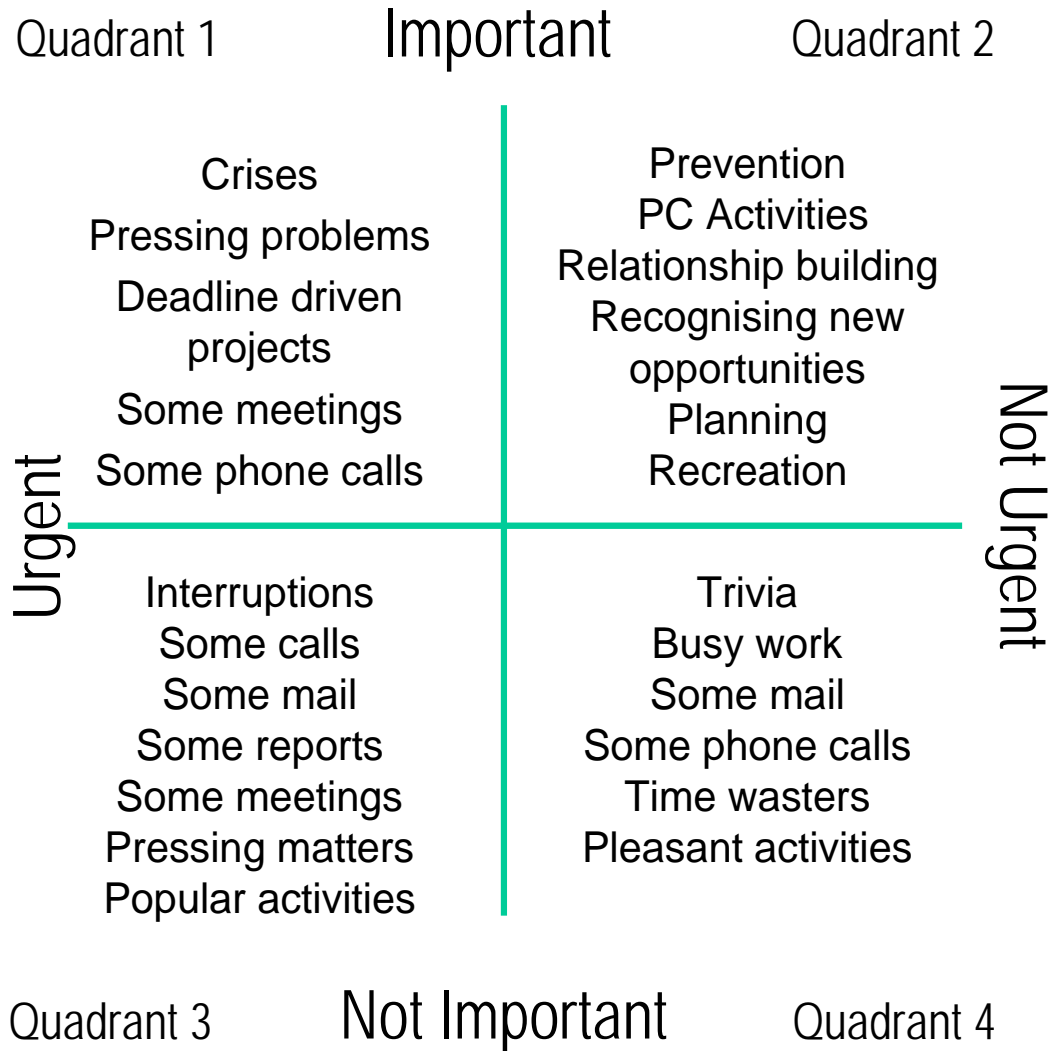
.....

.....

.....

.....

Managing Yourself



From Stephen Covey, The Seven Habits of Highly Effective People, The Business Library, 1990

.....

.....

.....

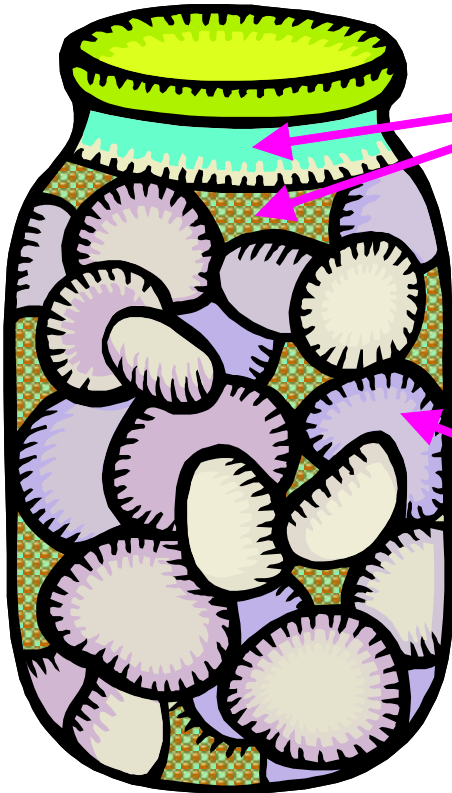
.....

.....

.....

.....

The Jar Metaphor



- Some of Quadrant 1
- All of Quadrant 3
- All of Quadrant 4

- Some of Quadrant 1
- All of Quadrant 2

What are some of the Quadrant 2 items that you need to prioritise?

.....

.....

.....

.....

.....

.....

.....

.....

.....

Some Strategies for Work/Life Balance

Adapted from 52 Strategies to Work Life Balance: Easy solutions for busy people by Ian Hutchinson

Challenge	Strategy	Actions
The work life balance myth	Clarity in personal life goals	Experiment with new approaches to getting work done Celebrate achievements outside of work
Know what balance means for you	Create a vision of what your ideal week would look like	Think Talk or write about it – specifically - for 5 minutes Talk with friends about what you would have to do or change for it to happen
Efficiently balanced	Make a habit of asking yourself: What is really important and urgent now? Then start planning ahead.	Schedule some time to the tactical work and life planning for both work and life needs Say 'NO' more often Learn to delegate work and life tasks that are not your strengths
Artificial balance	Create <i>quality</i> time away from work, not just time	List hobbies/interests to pursue Make a date to catch up with friends Think and talk about what would enrich your life – in and out of work
Time vs. Priorities	Be clear about what is most important for you	Work out your 3 main priorities in life Spend 5 minutes each day prioritising Separate what you 'want to' do from what you feel you 'should' be doing Do one 'want to' thing this week
Synergy	Instead of separating your priorities into compartments, try combining them	For example, playing a game outside with the kids gives you quality family time plus exercise

Critical prioritising for work/life balance

Challenge	Strategy	Actions
Get fresh for success	Take time out for what really matters	<p>Make holiday time a priority – set those times aside well in advance</p> <p>Make a list of great holidays you'd like to do and start collecting info & pictures</p> <p>Pin up a picture of your next holiday destination at work</p>
The work life balance success cycle	Break your plan for work life balance down into steps – each success gives confidence and creates the habit of change	<p>Identify 1 thing to do towards work life balance</p> <p>Break it down into a few small steps</p> <p>Schedule them into your diary</p>
Live now, but plan your future	Strike a balance between living for the moment and planning for the future	<p>Think about your dreams and aspirations for the future</p> <p>Make a one-year, five-year and 10-year plan</p> <p>Write a list of what you are grateful for and appreciate about your life right now – relax and enjoy it!</p>
Self-leadership and management	Take control and manage your situation. Get clear on what work life balance means for you, and work out how to get it.	<p>Ask yourself: <i>Whose life is this anyway? What do I want and therefore what do I need to do?</i></p> <p>If it's a situation at work, speak to your boss; for outside of work, you might need to talk to an accountant, career counsellor or other specialist</p>
True Values	What's really important to you? Are you living your work life consistent with those values?	Think about how you can align your work and life so they are more consistent with your values
New Experiences	New experiences enrich your knowledge and opportunities in work and life	<p>Make a list of new experiences or skills that would excite and stimulate you, like snorkelling or learning French</p> <p>Think of an area you'd like to learn more about outside work. Identify a course or class you can start or club you can join to develop in that area.</p>

Critical prioritising for work/life balance

Challenge	Strategy	Actions
Ask!	The people around us are our biggest resource – are we getting the support we need?	<p>Ask for help. Ask for time off. Ask for what you need.</p> <p>The worst that can happen is they say ‘no’, which is the same outcome as not asking at all</p> <p>Be appreciative of others’ assistance – ‘please’ and ‘thank you’ really are magic words!</p>
You don’t have to be superhuman – just HUMAN	What are you doing today, this week, and this month to be more human and authentically you?	<p>Every day try doing something to fully experience and celebrate life – drag out an old photo album, catch up with a friend...</p> <p>Do at least one thing a day that scares you a little. Something funny, crazy, demanding or brave.</p>
Just do it!	If you aren’t totally satisfied with your work life balance then you need to do something to make a difference	<p>Sometimes the smallest changes can make the biggest differences</p> <p>Pick the actions above that work best for you</p> <p>Put them in your diary</p>

It might sound odd, but to achieve your ideal work life balance you need two very human traits – fear, and failure. To feel fear means you are challenging yourself to try something new. Fear is a prerequisite to courage, just as failure is a prerequisite to success. Those who fail the most are often those who achieve the most.

Quick Quiz

Score

1. Do you believe that if you want something done it is easier if you just do it yourself?
2. Do you distinguish between tasks that require your unique talents and those others can do?
3. Do you delegate tasks in your personal life?
4. Do you have a team of supportive people around you at work you can rely on to get things done?
5. Do you have a system for handing out tasks/jobs to team members?

Yes = 0 Neutral = 1 No = 2	
Yes = 2 Neutral = 1 No = 0	
Yes = 2 Neutral = 1 No = 0	
Yes = 2 Neutral = 1 No = 0	
Yes = 2 Neutral = 1 No = 0	
Total Score	

8-10: Well done! You are very good at delegating to other people. You know what tasks you alone need to handle, and which ones you can afford (in terms of time, risk and money) to allow someone else to do.

4-7: You are some way towards being a good delegator, but there are more techniques you could be learning to make yourself more focused and productive and less stressed. You may benefit from doing some of the actions suggested above.

0-3: You could benefit greatly from developing skills in delegation. This could free you up to do the things you most enjoy, or which are most important, or which no-one but you has the skills to do. You may really benefit from doing some of the actions suggested above.

My ideal work/life balance:

.....

.....

.....

.....

.....

.....

What are my 3 main priorities in life?

1.

.....

2.

.....

3.

.....

New experiences/skills I'd like to explore

.....

.....

.....

.....

.....

.....

From The Times, January 31, 2008

How to achieve a work- life balance

Corporate life asks ever more of us, whether it's working through lunch or staying late, so how can we find time to call your own?

Emily Ford



Nine to Five may have been a hit for Dolly Parton, but, for most of us, it's no longer true of working life. Longer hours and e-mail make it hard to switch off and balancing the demands on your time is a challenge, particularly if you have family commitments. But having a meaningful job doesn't have to mean sacrificing your personal life. Weigh up what the experts have to say about finding that mythical equilibrium.

1. Join the revolution.

"Flexible working [is] on the rise," says Stephen Overell, a researcher at the Work Foundation, a charity. "Employers will go to surprising lengths to accommodate you." So if starting an hour later or working from home one day a week would improve things, ask for it. "Sell [the arrangement] to your employer as a business case," says Steve Williams, head of equality at Acas, the employment relations service. Legally, managers are obliged to consider your request, although they don't have to agree to it.

2. Manage your time.

Self-discipline is your saviour. "You might work 11 hours a day but if four are spent chatting or being interrupted its not productive," says Peter Flade, a managing partner at Gallup, a consultancy. He also advises setting aside sacrosanct time outside the office where work is not allowed to interfere.

3. Say "no" positively.

"If you take on too much, [then] you can't deliver on it well, it eats away at you and you let people down," Flade says. "Saying 'no' is better for your clients, colleagues, and family." Overell agrees. "Everyone has the urge to please, especially younger workers. But you get more respect by saying 'no' than saying 'yes'."

4. Focus on outcomes.

Measure your performance by what you achieve – don't stay late for the sake of it. "It could

be that you can do [your work] in 35 hours and your colleague takes 50," says Flade. "It's the quality of the work that counts." Overell: "Graduates are often pushed very hard and it's intoxicating to be in that elite group. But retain a sense of perspective."

5. Sharpen your skills.

"Take advantage of every training opportunity – you'll improve your skills and find ways to become more efficient," Williams says.

6. Look after yourself.

Sleep and diet are often the first casualties when work becomes too much. "Consistently working long hours is not good for you," Overell says. "Stress can lead to mental health problems and heart disease."

7. Take time out.

"Some people go to the gym at lunchtime, others go out for a walk," Williams says. "A break will make you more productive and prevent that 3 o'clock output slump."

8. Don't neglect your friends.

Working relationships can lead to lasting friendships, but more often than not they fade when people move on. "It's very easy to let workmates become proxy for friends and family," Overell says. "But it's a superficial network and needs to be checked."

9. Talk to someone.

If you're feeling stressed, say something early, Williams advises. "Don't wait until you're cracking up and your work is hopelessly behind." Usually your line manager is the best person to approach, he says.

10. Work is not the enemy.

"Work can be a huge source of wellbeing," says Flade, who puts in 60-hour weeks but refuses to own a BlackBerry and never works at weekends. "There's a huge difference between being busy and being stressed," Williams says.

References

Covey, Stephen, 1990, *The 7 Habits of Highly Effective People*, The Business Library.

Hutchinson, Ian, 2003, *52 Strategies to Work Life Balance*, Prentice Hall.

Appendices

Daily To Do Lists

Weekly Planners

Readings:

Mackenzie, Alan, 1990, *The Time Trap*, Amacon, pp 247-268

Mills, Kellie, 2008, [*Busy – A Modern day four letter word*](#), article written for National Women's Journal, Mills-Easton Training

James, Tad & Woodsmall, Wyatt, 1988, *Time Line Therapy and the Basis of Personality*, Meta Publications, pp 15-29