



Work Life Balance

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I work to live. I don't live to work.



Balancing our time

- Draw the Line
- Make Friends
- You're Only Human
- Put Your Health First
- Engage your Managers
- Stay Organized
- Show Appreciation
- Learn Something New or Do Something Different.

- Figure Out What Really Matters to You in Life.
- Drop Unnecessary Activities
- Protect Your Private Time
- Accept Help to Balance Your Life
- Plan Fun and Relaxation

What is Work Life Balance?

- Work Life balance is what gainfully employed people try to have when they are managing their professional and personal life.
- Each of us wear many hats at work, school, home and these will change as our careers and families grow. Each role demands a certain amount of time.



So, what exactly is work life balance?

Work Life balance is the daily achievement and enjoyment in all spheres of life namely work, family, friends, health and spirit..



Is having a perfect work life balance a myth?



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graph TD; You[You] --- Work[Work]; You --- Life[Life]; You --- Balance[Balance];
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Work
Work is what we do when trying to accomplish a task, chore, or hobby.

Life
Life includes celebrations, sadness, promotions, ups, downs, peacefulness, etc

Balance
Balance is the key to healthy living.



YES

Do you work as much as you would like, play as much as you would like and sleep as much as you want? All while making a great salary?



Is it still possible to have Work Life Balance?

Yes.



interesting fact

“Nearly 60% of HR executives polled felt satisfied with the work-life services of their organization, while just 16% of employees felt the same, illustrates a fundamental disconnect when it comes to work-life benefits.”



What Really Matters to You in Life?



- Spouse
- Children
- Enjoyable Career
- Community Service
- Religion/Spirituality
- Health
- Sports
- Art
- Hobbies
- Adventure/travel



Balancing Time and Responsibilities

How do you think you can strive for balance between your professional and personal needs?



Balancing Time and Responsibilities

TIP:
Get a calendar. It can be on paper in a planner, on your phone, computer, etc. Just have a set place where you keep your dates and times together. Color code if necessary for different family members and activities.



Balancing Schedules and Interruptions

Have you figured out how to find the balance between your planned schedule for the day and co-workers seeking your input or help?

When you are working and someone interrupts you, what do you do?



Balancing Schedules and Interruptions

TIP:

Take the first 15 minutes of the day to solely check your voicemails, emails, and inbox for the day. Spend the last 15 minutes of the day making a to do list for tomorrow. It is okay to protect your time and ask someone to return later.



Balancing Work and Rest

There must be a balance. You have to plan to rest just like you plan to work.

How do you balance work and rest?



Balancing Work and Rest

TIP:

Schedule times in your day to take a 10 minute break to walk, make a dr. appt, or do something to get you up and moving and take your mind off your immediate tasks for a brief moment.



Balancing Work and Family

- Just one more night away and my wife won't get too upset.
- My son will understand I have to work late again tonight.
- My daughter won't even remember I wasn't there.
 - She won't, but you will.



Balancing Work and Family

TIPS:

- Schedule a date night if you have a significant other.
- Schedule routine dates with your children.
- No electronics or "working" during certain family hours.
- Scheduling time for rest does not make you lazy.



Balancing Wants and Needs

- We should all want to be great employees providing our companies excellent professionalism and our clients exceptional customer service. You need to be engaged while you are at work.



Balancing Wants and Needs

- Do you WANT that raise or next assignment to prove to your manager that you are a great employee?
- Sometimes getting ahead does not bring contentment and fulfillment into your personal or professional lives.



Balancing Wants and Needs

TIP:

- Determine what you want for your life right now and what tools you need to get there.
- Talk to your manager about your 3-5 year plan. Discuss with them your desires for flexibility, help from overload or a promotion.



Balancing Working and Waiting

- While you are waiting for the promotion; balance it with doing useful productive tasks to help your company. Waiting until the time is right will prove to you to be more successful than jumping in feet first not completely knowing how to manage your career and home life.



Balancing Working and Waiting

TIP:

- Be patient. You are most likely not going to start out a Project Manager at any job you take right out of college. It takes several years of training and experience to become a successful Project Manager.
- Don't persist in jobs that you are not good at. Set clear expectations at the ones you are good at.



CREATE your OWN unique Work Life Fit.

THERE IS NO MAP TO GUIDE YOU TO A LIFE OF BALANCE.

You must create, follow, and believe in your own system and how you match up with your professional and personal life.

BE PRESENT WHEREVER YOU ARE! When you are in a meeting, be in the meeting, really listen. Likewise with your kids, spouse and friends. Be there 100% when you are with them.



Recommendations for Work Life Balance to protect your professional and private time.

- Set and know your priorities.
- Follow the touch it once rule.
- Work for a company who focuses on results and not hours put in by an employee.
- Flexible schedules.
- Telecommute if possible a few days a week.
- Examine employee workload concerns.
- Use your drive home to clear your head and have ME time. It may be the only time you get to yourself all day.



Recommendations for Work Life Balance to protect your professional and private time.



- Use a calendar. Color code by activity/child.
- Schedule routine dates with your spouse/significant other.
- Schedule routine dates with your children.
- Take advantage of the supports built into your company. (ie. Gym memberships, massage sessions on site, day care facilities, etc)
- Plan a night with friends at least once a month.



Recommendations for Work Life Balance to protect your professional and private time.

never get so busy making a living that you forget to make a life.

- Connect with a friend or neighbor to watch your children for you one night and you watch theirs another night.
- Rely on friends and family for help with car pool or helping your child with homework.
- Work life balance is not an equal balance between work and personal activities. Life is and should be more flexible than this.
- What works today may be different from what works tomorrow.



You make time for what you want to make time for.



Thank you.

Work Life Balance Resources

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3. Perry, Chris. "The Work-Life Balancing Act." University of Wisconsin. 01 February 2011. <<http://ecampus.wisc.edu/estudent-union/work-life-balancing-act.aspx>>.
4. Rush, Sherry. "5 Tips for Better Work-Life Balance." *WebMD* 07 November 2006. 17 January 2011. <<http://www.webmd.com/balance/guide/5-strategies-for-life-balance>>.

