

Making a Life While Making a Living: Work-Life Synergy





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



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](https://www.businessdictionary.com/definition/work-life-balance.html) (2019)

Survey

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

- A. Yes
- B. No
- C. Unsure



Finding a Healthy Balance

A man in a dark suit is balancing on a blue rope against a cloudy sky. He is leaning back with his right arm raised high, palm facing forward, and his left leg extended back. The background is a bright blue sky with large, white, fluffy clouds.

*What are you currently
balancing in your life?*

*What would you like to
change?*

Is it working?

Activity

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

Dual-Career Couples



- 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?

Single Parents



- 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?

Individuals or Couples Without Children



- 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

Balance: Lessons From Nature



- 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



A woman with dark hair tied back, wearing a light purple shirt, is shown from the chest up. She has her hands pressed against her forehead and eyes, looking down with a distressed expression. The background is a bright, slightly blurred indoor setting with a white wall and a green plant on the right. A large, semi-transparent white circle is overlaid on the left side of the image, containing text.

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





**KEEP
CALM
AND
CARRY
ON**

Achieving Balance: Strategies for Work and Play

-
- Use discretionary time
 - Set limits
 - Communicate your needs
 - Get support
 - Be supportive

TIME MANAGEMENT - PEAK PERFORMANCE TIMES

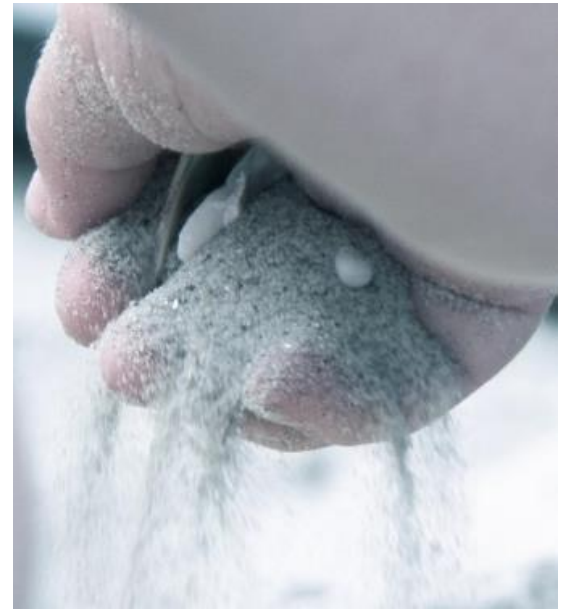
1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12

A.M.

P.M.

Stephen Covey's Time Management Matrix

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



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.

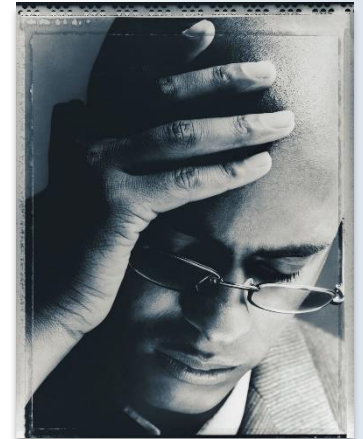
Action Plan!

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





THANK YOU
ANY QUESTIONS?



*FREE, CONFIDENTIAL, SUPPORT IN
MULTIPLE LANGUAGES IS AVAILABLE 24 HOURS A DAY, 7
DAYS A WEEK, 365 DAYS A YEAR.*

FREEPHONE: 1 877 847 4525

UNIVERSAL TELEPHONE ACCESS: +1 416 956 2979

SMS TEXTING: +1 647 624 2840

(Charges for the call are paid by the service)

EMAIL: support@resourcesforyourlife.com

WEBSITE: <http://ca.resourcesforyourlife.com>

COMPANY CODE: BMWeCare



Works Cited

At Health. (2014, January 29). *Answers to common questions about counseling*. Retrieved June 12, 2019, from <http://athealth.com/topics/answers-to-common-questions-about-counseling/>

Bartes, B. (n.d.). *Big rocks*. Retrieved June 12, 2019, from <http://superperformance.com/bigrocks.php>

Brefi Group Limited. (2014). *Covey's four quadrants for time management*. Retrieved December 11, 2014, from <http://www.brefigroup.co.uk/>

BusinessDictionary.com. (n.d.). *Work-life balance*. Retrieved June 12, 2019, from <http://www.businessdictionary.com/definition/work-life-balance.html>

Covey, S.R. (1990). *The seven habits of highly effective people*. New York: Simon & Schuster.

HR Future. (2010, July 20). *Business case for building resilience*. Retrieved February 18, 2015, from <http://www.hrfuture.net/trends/business-case-for-building-resilience.php>

Uscher, J. (2013, March 28). *5 tips for better work-life balance*. Retrieved June 12, 2019, from <http://www.webmd.com/balance/guide/5-strategies-for-life-balance>