### Balancing Work and Personal Life

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### Healthy Life Balance



Your EAP phone number: 1-800-828-6025 24hrs/7days a week



### What We Already Know

- It takes 2 adults to earn the equivalent of what one adult earned a generation ago.
- Only 14% of today's families have just 1 income earner.
- 50% of women with children one year or younger work; 75% of them work full-time.



### **New Stressors**

- Economy
  - Recession
- "Sandwich Generation"
- Safety/Security Concerns
  - September 9, 2001
  - Previously taken for granted



#### STRESS IN OUR DAILY LIVES

► The American Medical Association estimates that on any given day in the United States, 70% of people seeing their primary care physicians have a stress-related complaint.

► The American Medical Association



### Three Steps To Achieve Balance

- 1. Identify
- 2. Analyze
- 3. Act



### Step One ~ Identify

- 1. What does a Balance Life looks like for you?
- 2. Given all that is going on in your life a balanced life for you will have more of... and less of....





### Small Steps Can Make a Big Difference

#### I Want... (Home)

- Throw away less leftovers
- We get out of the house without a "mad rush"
- Less yelling; more cooperation

#### I Want... (Work)

- Dedicated time for work projects so I can experience a sense of completion/ satisfaction
- Meetings that are productive
- Desk is less cluttered



### Step Two ~ Analyze

- What area(s) of your life are most "out of balance"?
  - Work
  - Money
  - Family
  - Environment
  - Love Life
  - Housework
  - Leisure
  - Other?



### Work Balance



## Paradigm Shift: Work Is <u>Not</u> the Source of Our Lives Being Out of Balance





### **Work Provides**

- Rewards and Benefits
  - Satisfaction in using talents, reaching goals
  - Income
  - Positive co-workers
  - Benefits
- Challenges: What is missing?



### Work

Challenges are windows into what you want/need and what is missing?

- Respect, appreciation
- Stimulating work
- Pace
- Other



### **Home Provides**

- Rewards and Benefits
  - Love
  - Moments of joy
  - Sharing responsibilities
  - Using the time we have, well
- Challenges are windows into what you want/need and what is missing?



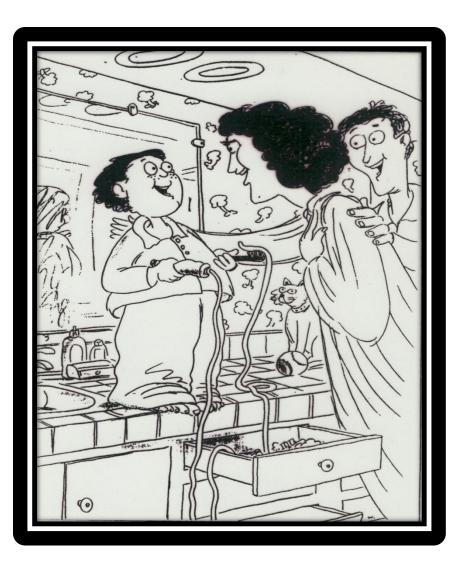
### Home

- Challenges
  - Time
    - Myself
    - Social life
    - Family members; causes I support.
  - Lack of energy and sleep
  - House and yard looks like a tornado hit it
  - Relationships with significant others may suffer
  - Guilt, depression, anxiety, anger



# What was the morning routine like in your home today?





### The Skyscraper: Strong yet flexes and sways





### The Eight Essential Skills to Create Balance

- Identify what a balance life looks like and the area(s) of one's life that are out of balance
- Set Priorities
- 3. Establish a plan
- 4. Organize yourself with the time that you have
- 5. Delegate/Eliminate
- 6. Set Limits
- 7. Simplify
- 8. Attitude



### **Setting Priorities**

"The key is not to prioritize what's on your schedule, but to schedule your priorities." - Stephen R. Covey

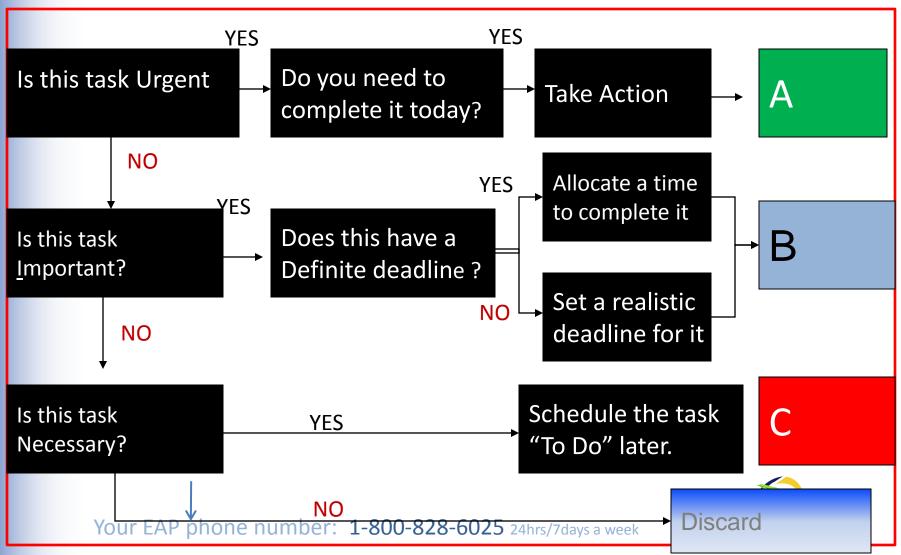
"There are three constants in life... change, choice and principles."

- Stephen R. Covey

"Action expresses priorities." - Mahatma Gandhi



### "A,B,C" Priority Strategy



### 3. Plan

- Make a plan at the beginning of each week.
  - 1. Write out your list
  - 2. Prioritize
  - 3. Target the day and time to meet your goals
- Leave room for unexpected interruptions.
- List your volunteer activities, and eliminate those which don't express closely-held values.



### 3. Make a Plan

- Anticipate the unforeseen
- Have contingency plans for
  - Weather
  - Traffic
  - Child care
  - Life
  - Other



### 4. GETTING ORGANIZED

- "To Do" lists
- Household/Work Calendars
- Prioritize tasks
- Consolidate tasks
- Combine activities
- Break down tasks into smaller chunks
- Develop "Transition" systems
- Establish schedules and routines



### 4. GETTING ORGANIZED

- Use a diary or organizer to keep track of your appointments and plan your time.
- Prepare your clothes, paperwork, lunch, and anything else you'll need for a meeting, appointment, or daily task the night before.





### "I Can't Do It All"

- It is healthy to know your limits
- This is not a sign of weakness



### 5. Delegate/Eliminate



### 5. DELEGATING

✓ Step 1: Analyze the job

✓ Step 2: Explain and train

✓ Step 3: Be specific

✓ Step 4: Be appreciative

✓ Step 5: Let go





### 5. Eliminate

- Drop unnecessary activities.
- List your volunteer activities, and eliminate those which don't express closely-held values.





No Thursday is out. How about never, Is never good for you?

### 6. SETTING LIMITS

- Be honest
- Don't be defensive
- Be brief
- Explain, not excuse
- Use positives



### 6. SETTING LIMITS

- YES
- NO
- YES

Method



### 7. Simplify

- Let go of perfection.
- Be realistic.
  - –Recognize when it's "too much".
- Touch Paper Once
- Cook over the weekend



### 8. Attitude Priority



The following slides identify strategies that helps a person to have the kind of Attitude that helps one to achieve balance.



### Live on Purpose: A Purposeful Life Includes:

- I Know Who I Am.
- I Know What I Want.
- I Choose Actions that Will Fulfill My Destiny

A Purposeful life is knowing what has meaning and choosing purposeful acts.



### Resources to keep connected to what is most important

- Exercise
- Books/Tapes
- Groups
- Relaxation Techniques
- Quotes





## "We cannot direct the wind but we can adjust our sails."

Thoughts to Remain Resilient



#### "It's better to bend than to break."

### Thoughts to Remain Resilient



# "Remember that a kite rises against the wind, not with it."

### Thoughts to Remain Resilient



### "This too will pass"

Thoughts to Remain Resilient

### Philosophy for Old Age

Click to go

Music: Ernesto Cortazar "Eternal Love Affair"

He Yan Jan 2010

