





Work Life Balance – From Surviving to Thriving!


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Work Life Balance – From Surviving to Thriving!







We all have 24 hours a day to navigate the activities of life.


How well we balance our personal and professional responsibilities and doing things we really enjoy, directly affects our quality of life. ***It also affects our health and how we manage stress.***






Let's do a Stress Self-Assessment!





Are you content with the balance of time you spend on work and family?






If you answered “no,” you are not alone.

Achieving balance with family and work life is an ongoing process of juggling responsibilities at work and the needs of family members. Needs change over time and may fluctuate at certain times of the year.

The key to success is taking an honest look periodically at how things are going. Only you can decide if change is necessary.

Change can be beneficial and result in a more enjoyable life and spending time on the things you truly value most.





Work and Family Balance Quiz



- Do you successfully schedule time in your day to the things you want to do with your family?
- Can you participate in meaningful activities with your family without feeling anxious about or talking about work?
- Do you participate in family activities and enjoy yourself or are you thinking about work being left undone?



What does work life balance success look like to you?

Let's wave the magic wand and find out!



Consequences of Poor Work-Life Balance

- Stress/Poor Health
- Fatigue
- Loss of time with family & friends
- Increased expectations & responsibilities



Work and Family Life Balance is a conscious decision that doesn't "balance" automatically.



Achieving balance is an ongoing process.
Understanding this can reduce frustration and help you gain control.



Achieving Work Life Balance

3 Step Process-
Evaluation
Commitment
Implementation



Achieving Work Life Balance

3 Step Process: Evaluation, Commitment, Implementation

STEP 1: EVALUATION

Evaluate Your Current Schedule

Track your schedule for one week.

Makes notes as to what is working and what is not in both your personal and professional life.



Achieving Work Life Balance

3 Step Process: Evaluation, Commitment, Implementation

Step 1: EVALUATION

To evaluate our life and make effective change we must do the following:

- Clarify Values
- Setting Realistic Goals & Expectations
- Setting Priorities and Managing Time



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Achieving Work Life Balance

3 Step Process: Evaluation, Commitment, Implementation

Clarify values

Values are usually the result of our life experiences and help us formulate our actions. **Clarifying our values is important to managing work and family life.**

A value is defined as a "standard or quality Considered worthwhile or desired".

We know some of our values, but others may be unknown or unconscious. Some still may be in conflict with each other.



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3 Step Process: Evaluation, Commitment, Implementation

Setting Realistic Goals & Expectations

Goals help us define how we spend our time.

Writing down both personal and professional goals is critical for success.

Attitudes and expectations can create conflict and stress.



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3 Step Process: Evaluation, Commitment, Implementation

Setting Priorities & Managing Time

- **Setting priorities is important to effective time management.**
- **Even if we are efficient in using our time, we may not be effective.**
- **We "do things right", but don't do the right things.**



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3 Step Process: Evaluation, Commitment, Implementation

STEP 2: COMMITMENT

Commit to Change

- If you change nothing, nothing will change.
- Change your way of thinking
- Letting Go of Guilt



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3 Step Process: Evaluation, Commitment, Implementation

STEP 3: IMPLEMENTATION

- Focus on the **family plan first** and then your plan for your work life.
- Make a list of what needs to be done and assign age appropriate tasks to all family members.
- Hold a weekly family meeting to review the plan and make necessary adjustments.
- Avoid chaos- physical clutter and over scheduling which does not promote balance.



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Strategies for Home Life

Avoid the Morning Rush-

- Go to bed & get up early
- Get clothes ready the night before for all family members
- Place all items needed in one central location
- Get ready first before waking younger children
- Eat breakfast
- Create a bathroom schedule



Strategies for Home Life

Mealtime

- Create a Meal Planning binder
- Involve family in planning, shopping and prepare the meal



Bedtime

- Develop bedtime routines; brush teeth, read a book, clothes out for the next day and lights out.
- Be consistent about bedtime. Children do well with structure.



Strategies for Home Life

General strategies

- Go through school age student's papers each evening.
- Prepare all necessary school forms and return to your child's book bag.
- **Create a Family Hub** to organize schedules, events & important papers
- **Create a support system.** Have a plan in place with trusted friends and family to help with child care and household responsibilities when you have to work overtime or travel for work.



Strategies for Home Life

Self care strategies

- Self care must be a priority.
- Eat healthy foods, do some form of exercise every day and get enough sleep.
- Make time everyday to do something you enjoy.



Strategies for Work Life

SETTING GOALS

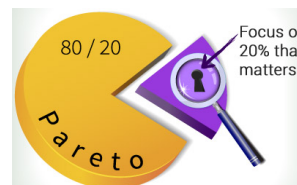
Goal setting can be used in every area of your life. **Setting goals puts you ahead of the pack!** Some people blame everything that goes wrong in their life on something or someone else.

Successful people dedicate themselves towards taking responsibility for their lives, no matter what the unforeseen or uncontrollable events.



Strategies for Work Life

The Pareto Principle



20% of your efforts produces 80% of your results!



Strategies for Work Life



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Strategies for Work Life

Track your time-

- Record everything you do for one week.
- Are all of the tasks necessary?
- Are you the only one that can do them?
- If you are in a position to delegate tasks, are you doing so?



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Strategies for Work Life

- Let go of Perfection- it can become destructive
- Be open about your needs with your superior
- Respect boundaries you create for yourself so others will too
- Understand what really matters- work on priorities that drive goals and success



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Strategies for Work Life

Assess your options-

Can you take advantage of flex hours, a reduced work week, job sharing, telecommuting or other flexible scheduling?



The more control you have over your schedule, the less stressed you will be.

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Strategies for Work Life

Keep work at work.

Technology allows us to connect with anyone virtually anytime. That fades the boundary between work and home- unless you create it.

It's important to make a conscious decision to separate work time from personal/family time.

Unplug- end your workday!



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What are you going to do **RIGHT AWAY** to create better work life balance?

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Make a list of boundaries you can use to keep work and home separate. List as MANY as possible!



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Now What?



What 3 points are you committed to implementing **RIGHT AWAY?**

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*Create a Plan,
then Work your Plan!*

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The Declutter Coach

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The Declutter Coach

The Declutter Coach

DeClutter Coach Deb
Organization Motivation
Organized in 60 Seconds



Residential Organizing



Corporate Consulting & Training



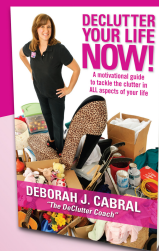
Our Hit Television Show



Our News Segments



GOT CLUTTER? GET THE BOOK!



INCLUDING:

- Step by step instructions for creating new systems and routines so your family and home will run smoothly
- Tips to streamline and simplify at work
- Simple and easy to implement ideas to create Work-Life Balance
- The 3 Important Steps to Maintain a Clutter-Free Life

