

Cultivating Work Life Balance



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Objectives

- Work-life balance definitions and myths
- Impact of stress
- Evaluating and managing your stress level
- How to assess your work life balance
- How to improve your work life balance

Definitions of Work Life Balance

- The balance of one's work responsibilities and personal life
- Meaningful daily achievement and enjoyment in all aspects of a person's life to include:
 - Work
 - Family, Friends, Community and Self-Care
- It should be noted that work-life balance does not imply an equal distribution of time between work and personal life, but rather a balance tailored to an individual's specific needs and priorities.

People who have a good work-life balance can

- maintain their physical and mental health,
- increase productivity,
- reduce stress,
- improve job satisfaction.

A vital factor in achieving a balance is making sure that work does not **overwhelm or dominate** and that it does not cause damage to the individual by way of negative stress.

Stress

- Affects each of us differently
- Some people thrive under stress and others decompensate
- 40% of the turnover rate is due to stress
- 60% of accidents on the job are stress related
- Employees working 11 hours a day or more were 67% more likely to have a heart attack
- Impacts multiple negative health and mental health outcomes

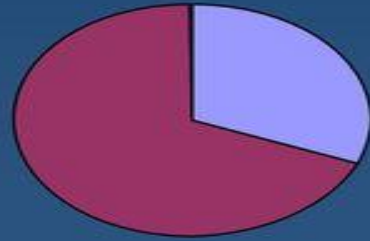


Stress Impact Statistics

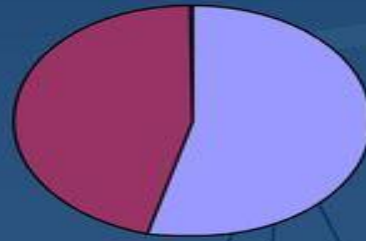
- Source: American Psychological Association, American Institute of Stress, NY



■ stress has a negative impact on their personal and professional life -
48 %



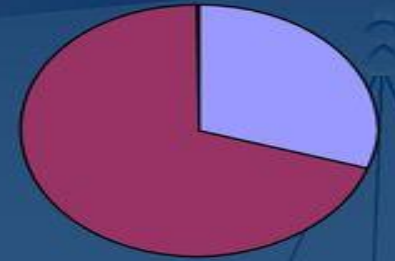
■ they have difficulty managing work and family responsibilities.
31 %



■ stress has caused them to fight with people close to them-
54 %



■ being alienated from a friend or family member because of stress-
26 %



■ they are "always" or "often" under stress at work-
30 %

Stress Management Techniques

- Positive self-talk
- Practice relaxation
- Emergency stress stoppers
 - Deep breaths and/or count to ten before you speak
 - Walk away and/or go for a walk
- Find your joy and find your peace
 - Listen to music or read a book
 - Take a class or go for a walk
 - Reach beyond yourself
 - Make connections
 - Faith, spirituality, higher power

It's your choice... really?



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The Key Word Is Balance

- Our work should interest and energize us.
- It should also leave us time enough to enjoy and pursue the other aspects of life: friends, family, other interests, and other values.
- We work (and live) best when our lives are in balance.
- Balance means different things to different people at different points in their lives and careers.
- This is not about dictating a prescribed work life balance,
- It is about developing the self-awareness to ensure that whatever your goal for work life balance, it's one of your intentional design and choosing.
- Moving towards work life integration

Misconceptions about Work Life Balance

- Work-life balance does not imply perfect time and energy allocation.
- Work-life balance does not have a one-size-fits-all solution.
- Work-life balance is about more than just work and life.
- Work-life balance is more than just time management
- Work and life are not incompatible.
- Another common misconception about work-life balance is that the two are inherently antagonistic forces.

Assess Your Work Life Balance



Impact of the Pandemic on W/L Balance

- It turns out that having our jobs invade our homes had significant ramifications for people's ability to **disconnect** from work and have real downtime.
- Work-life balance has been elusive for many of us since long before COVID arrived on the scene, but pandemic-driven changes in how we work have made it exponentially harder for people to draw a **clear line between work life and home life**.
- To some extent, it's about making a mental commitment to setting **boundaries**: turn off your computer at the end of the day, take your work email off your phone if possible, and resolve not to get drawn back in during your evenings and weekends.

How to Improve Your Work Life Balance

- Manage your time, set limits and learn to say “No”
- Unplug when you leave work
- **Take ALL of your vacation time**
- Talk to others about your stress level and lean on your support system when you are especially stressed
- Resolve to take better care of yourself
- Get physically active, eat well and get an adequate amount of sleep

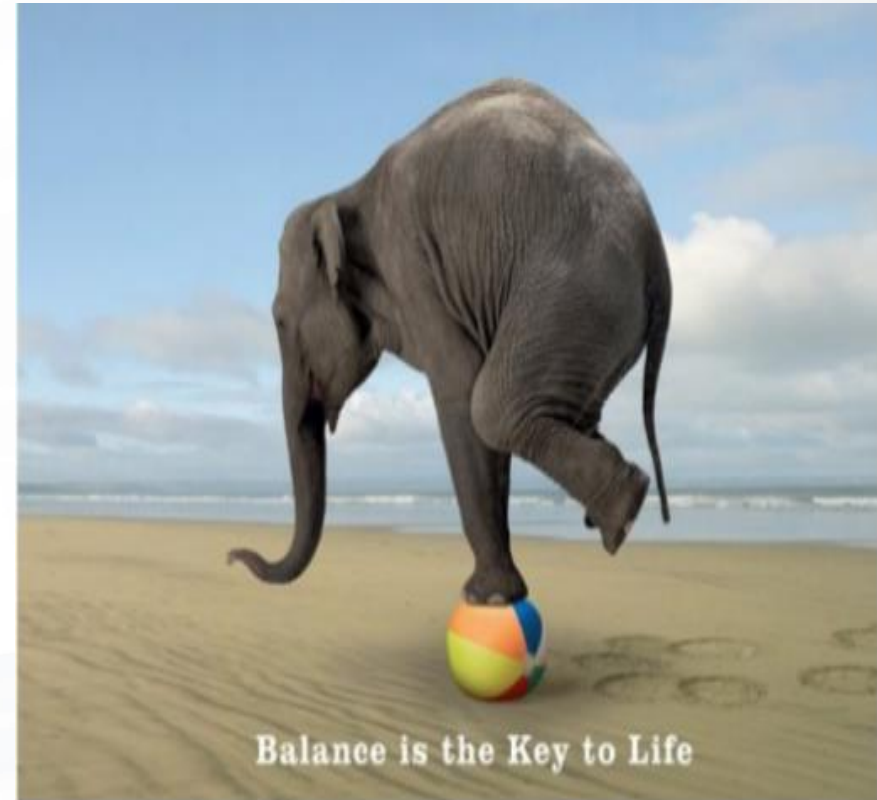
More Tips on Balance




- Watch-out for the living of a deferred life.
- Include your nearest/dearest on the work life balance plan.
- Take a look at your habits and some of your deeper motivations.
- Work diligently on the non-work.
- Always be looking to change-up.
- Find ways to nurture yourself at work.
- Remind yourself: you are not your work.

Improving your Balance

- Stop doing the things that aren't working
- Find the right balance that works for you
- Focus on your successes
- Be kind to yourself





**"WE NEED TO DO A
BETTER JOB OF
PUTTING
OURSELVES HIGHER
ON OUR OWN 'TO
DO' LIST."**

MICHELLE OBAMA, FORMER FIRST LADY

 REALWEALTH

THE UNIVERSITY OF
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**"The bad
news is time
flies. The
good news is
you're the
pilot."**

MICHAEL ALTSHULER,
MOTIVATIONAL SPEAKER



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- Questions?