WTS Work-Life Balance Workshop
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Survey Questions

- Do you eat lunch at your desk?
- Do you exercise 3 times a week for at least 30 minutes?
- Do you eat dinner with your family/partner/friend at least 3 times a week?
- Do you have time for yourself each day? (reading, exercise, hobby)
Stop stressing and start making time for yourself

- Women work all day and go home and do a second job. No wonder it's difficult to maintain work-life balance!
- Women executives surveyed by The Leader's Edge expressed a strong need for a more balanced life with more flexible working hours.
- This need is often a catalyst for women switching jobs or starting their own businesses.
Work-Life Balance Definition

“Work-life balance is a desired state ... in which your personal priorities have the space and energy needed to be addressed, while also allowing for work requirements, accomplishments and desires”

Quote from Julie Cohen, Professional Certified Coach and author
Is your life in balance?
Get clarity about your priorities.
An exercise that may help you determine what’s important ...

Objective: Determine how you are currently spending your time and whether you are doing the things that are important to you in life.

Question: What are the five things that are most important to you in your life?

FAMILY
CHILDREN
SPOUSE/PARTNER
FRIENDS
HOBBIES
CAREER
TRAVEL
EDUCATION
COMMUNITY WORK
RETIREMENT
PARENTS
LEISURE ACTIVITIES
PHYSICAL ACTIVITIES
MONEY
SPIRITUALITY

Source: Stop Whining & Start Winning. Molly Shepard
My priorities example

#1 Example : Family (I am committed to spending quality time with my husband despite our busy schedules)

What I am currently doing: During the week, I am busy many evenings at meetings or working and don’t spend enough time connecting with my husband.

What am I going to change: I will commit to blocking out an hour on two weeknights to have dinner with my husband, go on a walk or just connect.

#2 Example: Family (I am committed to spending quality time with my husband and son)

What I am currently doing: During the week, I often don’t spend enough quality, uninterrupted time with my husband and son.

What I am going to change: I will spend 1 ½ hours of undistracted multi-tasking time Monday – Thursday with my husband and son.

Use SMART goals: Specific, Measurable, Attainable, Realistic & Time-bound
Be intentional about your choices

“Every day something will be out of balance, choose what will be out of balance each day. Choose wisely.”

Quote by Subha Barry, Expert Advisor & Adjunct Professor at Columbia University
Barriers to achieving balance and strategies for maintaining balance

**DON’T**
- Feel guilty
- Play the good girl
- Second guess your life
- Seek perfection

**DO**
- Give your energy to present undertaking
- Express your needs; get your voice heard
- Correct problem at hand & move on
- Aim for realistic goals

- Take enough time for you to maintain balance
- Develop realistic priorities
- Asking for help is necessary and appropriate
- Set aside time for most important relationships

Source: *Stop Whining & Start Winning*, by Molly Sheppard
What tasks can be delegated or rearranged to free up time?  
Get the support you need and learn to delegate!

- Hire a cleaning service
- Have your children make their own lunches, do their own laundry
- Take turns with meal preparation and clean up
- Is your out of the way hairdresser or dentist worth extra 30 minutes?
- Buy gifts and cards for birthdays, anniversaries, etc. in bulk
- Hire an intern or part-time employee
- Peapod or Fresh Direct
- Pharmacy delivery
- Apple One To One service
- Online banking
- Drop box and Google calendar

What do you enjoy doing and what’s important to you?  
Schedule non cancelable activities and set boundaries.

- Dinner with my family
- Driving my child to school
- Bringing my elderly parent to a doctor’s appointment or shopping
- Travel, exercise, family time, reading, hiking, etc.
Setting boundaries helps you maintain balance

**Boundaries are limits that you set for yourself** that allow you to meet your needs, maintain your priorities and protect your values.

- I do not work after 5:00 p.m. on Friday
- I will leave my desk/office by 6:30 p.m.
- I will eat dinner with my family at 7:00 p.m. two week nights each week
- I will only spend two hours a week on volunteer work
“Technology has destroyed time and space boundaries. We’ve got to put some practice into place to regain them.”*

**Physical barrier** such as device free zones:
- No iPads or smart phones at the dinner table or in the bedroom

**Conceptual barrier**: Turn off devices by 11:00 p.m.
- I will not check my work email on Saturday or Sunday
- I will not answer work related calls or check emails between 7:00 – 8:30 p.m. or after 10:00 p.m.

*The One-Life Solution: Reclaim Your Personal Life While Achieving Greater Professional Success* by Dr. Henry Cloud
“Step Away From the Phone! Call it digital baby steps, but smart phone addicts are starting to curb the habit”. New York Times September 22, 2013

“Disconnecting is a luxury that we all need” Lesley Blume, NYT

Playing phone stack: pick it up, and you pick up the tab.

The Davids put their cell phones in a fishbowl, where they stay till after dinner.
Unplug to recharge your battery and connect
These four roots can be woven into the fabric of your life to help achieve balance.

Serenity  
Food  
Exercise  
Love

“Research shows that making these four roots the foundation of your self-care practice prevents, slows, or reverses a multitude of diseases.”

*Source: A Life in Balance, Dr. Kathleen Hall
Meditation & relaxation anywhere, anytime for $1.99
“Life is in the breath, he who half breathes, half lives” Ancient Proverb
Resources on work-life balance

- **Apple One to One** [www.onetoone.apple.com](http://www.onetoone.apple.com) is a fee-based service for private training at Apple stores. A $99 one year membership with the purchase of a new Mac allows you to receive a year of Mac, iPhone, and iPad instruction.

- Brown, Brene Dr. (2010) *The Gifts of Imperfection, let go of who you think you’re supposed to be and embrace who you are*, New York, NY: Hazelden


- Cohen, Julie (2007) *Your Work, Your Life...Your Way: 7 Keys to Work-Life Balance*


- [www.wlb.monster.com](http://www.wlb.monster.com) Work-Life Balance information from Monster.com

- **Mindfulness Meditation-Mental Workout app**, by Stephan Bodian available through itunes for $1.99 includes relaxation and guided meditation audio exercises ranging from 5 – 40 minutes.

- **Mindfulness Based Stress Reduction programs (MBSR)** [http://w3.umassmed.edu/MBSR/public/searchmember.aspx](http://w3.umassmed.edu/MBSR/public/searchmember.aspx) is a link to classes offered in CT and NY.

- **Peapod grocery delivery service**: [www.peapod.com](http://www.peapod.com)