

# Thoughts to Reaching Work-Life Balance

'Coach' Mike



# What is Life-Work Balance...

Life is like riding a bicycle, to keep your balance you must keep moving.

-Albert Einstein



## First, A Five Minute Quiz ...

- Rate yourself:
- 1 - Never
- 2 - Seldom
- 3 - Sometimes
- 4 - Often
- 5 - Always





## A Five Minute Quiz ...

- ▶ 1. I spend 50 hours or more a week at work.
- ▶ 2. I neglect/have difficulty getting an adequate quantity and quality of sleep, exercise, hydration and/or nutrition.
- ▶ 3. I feel depressed, exhausted and/or overwhelmed when I think of all I have to do at home and/or work.



## A Five Minute Quiz ...

- ▶ 4. I feel like I have little or no control over the demands placed on me at home and/or work.
- ▶ 5. I feel guilty that I am not meeting my responsibilities at home and/or work.
- ▶ 6. I neglect taking time for myself (for recreation, relaxation, quiet time or self care) in favor of fulfilling work and family responsibilities.



## Five Minute Quiz Results ...

- ▶ **24 – 30** Meltdown waiting to happen...
- ▶ **15 – 23** Getting caught in the thrill of the chase...
- ▶ **14 or Less** – Great!...but will it last?

## Step 1: Set Your Priorities

- ▶ Figure out what you want your priorities to be, not what you think they should be. Ask yourself, "If I could only focus on one thing in my life, what would it be?"
- ▶ That answer is your top priority. What would you focus on second? Third? Fourth? Fifth? You've now identified your top five priorities.



## Step 2: Track Your Time

- For one week, track how you spend your time.
- How much time do you spend doing things that don't matter to you?
- Or that don't align with your priorities?
- Eliminate these things from your life, or delegate them.





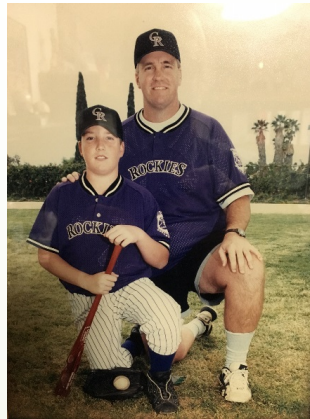


## Step 3: Concentrate on One Thing at a Time

- ▶ Forget multi-tasking. It's not possible to focus on two things at the same time. Instead, devote your full attention to the task at hand.
- ▶ When you are working, work. When you are spending time with your family, focus solely on them.

## Step 4: Schedule One Thing You Look Forward to Each Day

- ▶ Book some time to play tennis with a friend, go to an art museum, or have a massage. The activity doesn't have to be time-consuming, complicated, or expensive.
- ▶ Put aside an hour on your schedule to read a book, take a walk, or just to be alone.
- ▶ This was never Bigger for me than when I was Coaching baseball with my Son....





## Step 5: Respect Your Private Time

- An emergency would most likely have to come up before you'd reschedule an important work meeting. Give your own time the same respect.
- Once you've put private time on your schedule, protect it, unless there's an emergency.



## Step 6: Take a Look at Your Personal Habits and General Lifestyle

- ▶ Lack of sleep, poor nutrition, and bad exercise habits can cause you to feel a lack of balance in your life, and can counteract any efforts you are making to achieve work-life balance.

## Step 7: Take a Vacation

- At the very least, take two weeks off from work per year.
- You don't need to go far and you don't need to spend lots of money, but you do need to recharge your batteries in order to be the most productive, creative, and happy person possible.
- Turn off your cell phone and computer, and enjoy.
- Probably the ONE thing I do today better than I ever have!!





## Step 8: Ask for Support

- ▶ Tell your boss, family, friends, colleagues, and anyone else involved in your life that you are seeking a better work-life balance.
- ▶ Tell them what your plan is, and ask them to respect it.



## Step 9: Hire a Personal Coach

- ▶ A personal coach can assess your current work-life balance, and can tell you what you can do to achieve optimal balance.



## Step 10: Get Plenty of Exercise

- It may feel counterintuitive to add another activity to your life, but exercise relieves stress, clears your mind, and ultimately makes you more productive.
- Don't skip it. You'll find that you greet work, family, and personal commitments with renewed vigor (energy).



## Step 11: Set Boundaries

- ▶ Today's technology can make the line between your work life and personal life quite blurry.
- ▶ Turn off your cell phone and laptop when you're at your son's Little League baseball game, and ask friends and family not to interrupt your workday unless it's an emergency.





## Step 12: Find a Mentor

- ▶ Do you know someone who has it all -- a successful career and a terrific personal life?
- ▶ Ask him or her to give you advice on career development, setting priorities, and time management.

## Step 13: Learn How to Say "No"

- ▶ Don't accept every request that comes your way.
- ▶ If it doesn't fit into your schedule or align with your priorities, don't overwhelm yourself by taking on more.





## Step 14: Evaluate Your Work-Life Balance on a Regular Basis

- ▶ Achieving work-life balance is a never-ending journey, and your needs will be different at different times in your life.
- ▶ Set aside some time once every other month or so to reflect on your current balance, what you would like it to be, and what the plan is for arriving there.

# Balance is Beauty

- ▶ Achieving balance in both your work and personal lives allows you to perform optimally in both areas.
- ▶ People much smarter than me say that when you follow the 14 tips in this presentation, you'll have the strategies and tactics necessary to achieve the balance you desire.

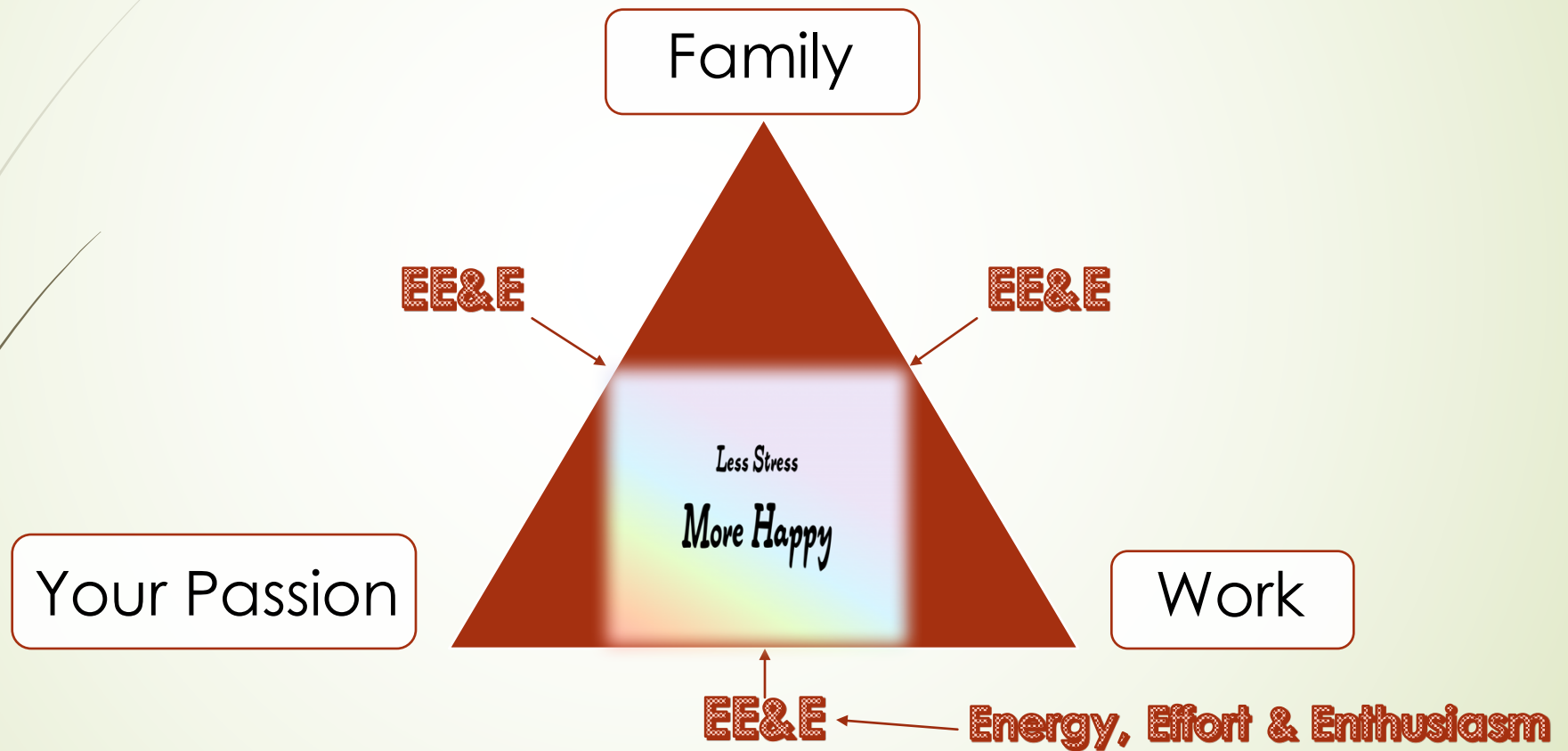


# One Page Plan for a Work / Life Balance

Key Area	Current	Key Steps					Target	MOS
<b>FAMILY</b>	Arrive late most evenings, no time for kids	<b>Kids</b> Spend 1 hr. per evening with kids	<b>Weekends</b> Spend one afternoon with family	<b>Partner</b> Plan one special night out per month	<b>Vacation</b> Plan family vacation in USA		<b>A great quality, happy family life</b>	1hr/ night with kids One family experience / month
<b>CAREER</b>	Looking for new career opportunity	<b>Courses</b> Identify courses to enhance career	<b>Mentor</b> Identify mentor that can provide coaching				<b>A New Career Opportunity</b>	Increased salary by 20% New promotion
<b>HEALTH</b>	Too much junk food and too little exercise	<b>Exercise</b> Start cycling to work	<b>Diet</b> Adopt Mediterranean Diet				<b>Health, Fit, Slim and Smart</b>	Reduce weight by 20 pounds Do London Marathon
<b>FRIENDS</b>	Lost touch with many old friends	<b>Golf</b> Meet friends to play golf once a week					<b>Strengthen relationships with friends</b>	Spend time with friends every month
<b>TRAVEL</b>	Unfulfilled dream to travel to many places	<b>France</b> Plan weeks vacation in France	<b>New York</b> Plan Holiday Shopping Trip to New York				<b>Every year travel to new places</b>	Visit 2 new countries per year

Too much to keep track of...I do this same crap all day @ Work!...Simplify!

# Coach Mike's Philosophy....



# After All, we all want to have a Work-Life Balance like Dr. Brown's...

- ▶ Working on his laptop from the Beach in Pismo...
- ▶ Playing at home on his trails bike...

