Balancing Work and Personal Life

Carleton College
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The Wellness Corporation
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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....

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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

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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 **Not** the Source of Our Lives Being Out of Balance

What? Says who?
Work Provides

• **Rewards and Benefits**
  – Satisfaction in using talents, reaching goals
  – Income
  – Positive co-workers
  – Benefits

• **Challenges: What is missing?**

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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

1. Identify what a balance life looks like and the area(s) of one’s life that are out of balance
2. 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
"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
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“"A,B,C” Priority Strategy

A

Is this task Urgent

YES

Do you need to complete it today?

YES

Take Action

A

NO

Is this task Important?

YES

Does this have a Definite deadline?

YES

Allocate a time to complete it

B

NO

Set a realistic deadline for it

NO

Is this task Necessary?

YES

Schedule the task “To Do” later.

C

NO

Discard

"A,B,C" Priority Strategy

Is this task Urgent

YES

Do you need to complete it today?

YES

Take Action

A

NO

Is this task Important?

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Does this have a Definite deadline?

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Allocate a time to complete it

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NO

Set a realistic deadline for it

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Is this task Necessary?

YES

Schedule the task “To Do” later.

C

NO

Discard
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.
I 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

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“We cannot direct the wind but we can adjust our sails.”

Thoughts to Remain Resilient

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"It’s better to bend than to break."

Thoughts to Remain Resilient

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“Remember that a kite rises against the wind, not with it.”

Thoughts to Remain Resilient

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"This too will pass"

Thoughts to Remain Resilient

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Philosophy for Old Age

Music: Ernesto Cortazar “Eternal Love Affair”  

He Yan Jan 2010
Do you realise that the only time in our lives when we like to get old is when we're kids? If you're less than 10 years old, you're so excited about ageing that you think in fractions.
'How old are you?' 'I'm four and a half!' You're never thirty-six and a half. You're four and a half, going on five! That's the key
You get into your teens, now they can't hold you back. You jump to the next number, or even a few ahead.
'How old are you?'
'I'm gonna be 16!' You could be 13, but hey, you're gonna be 16!
And then the greatest day of your life ...... . You become 21.
Even the words sound like a ceremony.

YOU BECOME 21... YESSSSS!!!
But then you turn 30. Oooohh, what happened there? Makes you sound like bad milk! He TURNED; we had to throw him out. There's no fun now, you're Just a sour-dumpling. What's wrong? What's changed?
You **BECOME** 21, you **TURN** 30, then you're **PUSHING** 40.... Whoa! Put on the brakes, it's all slipping away. Before you know it, you **REACH** 50 and your dreams are gone.
But wait!!!
You **MAKE** it to 60.
You didn't think you would!
So you **BECOME** 21,
**TURN** 30, **PUSH** 40, **REACH** 50
and **MAKE** it to 60.
You've built up so much speed that you HIT 70!
After that it's a day-by-day thing; you HIT Sunday, December 11, 2011!
You get into your 80's and every day is a complete cycle; you HIT lunch; you TURN 4:30; you REACH bedtime.

And it doesn't end there Into the 90s, you start going backwards; 'I Was JUST 92.'
Then a strange thing happens. If you make it over 100, you become a little kid again. 'I'm 100 and a half!' May you all make it to a healthy 100 and a half!!
1. Let go of Worrying.
   It doesn't change a thing; Action Does !!!

2. Keep only cheerful friends.
   The grouches pull you down.
Learn more about the computer, crafts, gardening, whatever... Never let the brain idle.

4. Enjoy the simple things.
5. **Laugh** often, long and loud. Laugh until you gasp for breath.

6. **The tears happen.** Endure, grieve, and move on. The only person, who is with us our entire life, is ourselves. Be ALIVE while you are alive.
7. Surround yourself with what you love, whether it's family, pets, keepsakes, music, plants, hobbies, whatever. Your home is your refuge.

8. Cherish your health: If it is good, preserve it. If it is unstable, improve it. If it is beyond what you can improve, get help.
9. Don't take guilt trips. Take a trip to the mall, even to the next county; to a foreign country but NOT to where the guilt is.

10. Tell the people that you love them, really love them, at every opportunity.
AND ALWAYS REMEMBER:
Life is not measured by the number of breaths we take, but by the moments that take our breath away.
Live your life; don't just go through the motions. We all need to live life to its fullest each day!!
Thank You. Hope to See you again !!!