

WORK LIFE BALANCE

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WORK-LIFE Balance



....is a concept that includes prioritizing between “work” and “idea of a lifestyle choice”

Should be defined on an individual basis

Its is difficult to determine work-life balance

Break it down....



What is Work?

A job or activity that you do regularly
especially in order to earn money
(income)

What is life?

What you do between life
commencement to life termination,
including work!!

Life comprises of.....



- ✧ Work
- ✧ Family
- ✧ Commitments
- ✧ Personal life
- ✧ Friends
- ✧ Government
- ✧ Community
- ✧ Church/Spiritual life

LIFE CYCLE



*RE – VISIT YOUR
LIFE JOURNEY*

EXERCISE

Life & Work



It bottoms down to.....

*Balancing your career/financial plans
within the needs of both your
internal and external environmental
factors*

Critical factors



1. Productivity

2. Time Management

3. Procrastination

WHERE ARE YOUR INTERESTS?



“Work without play makes Jack a dull boy!!”

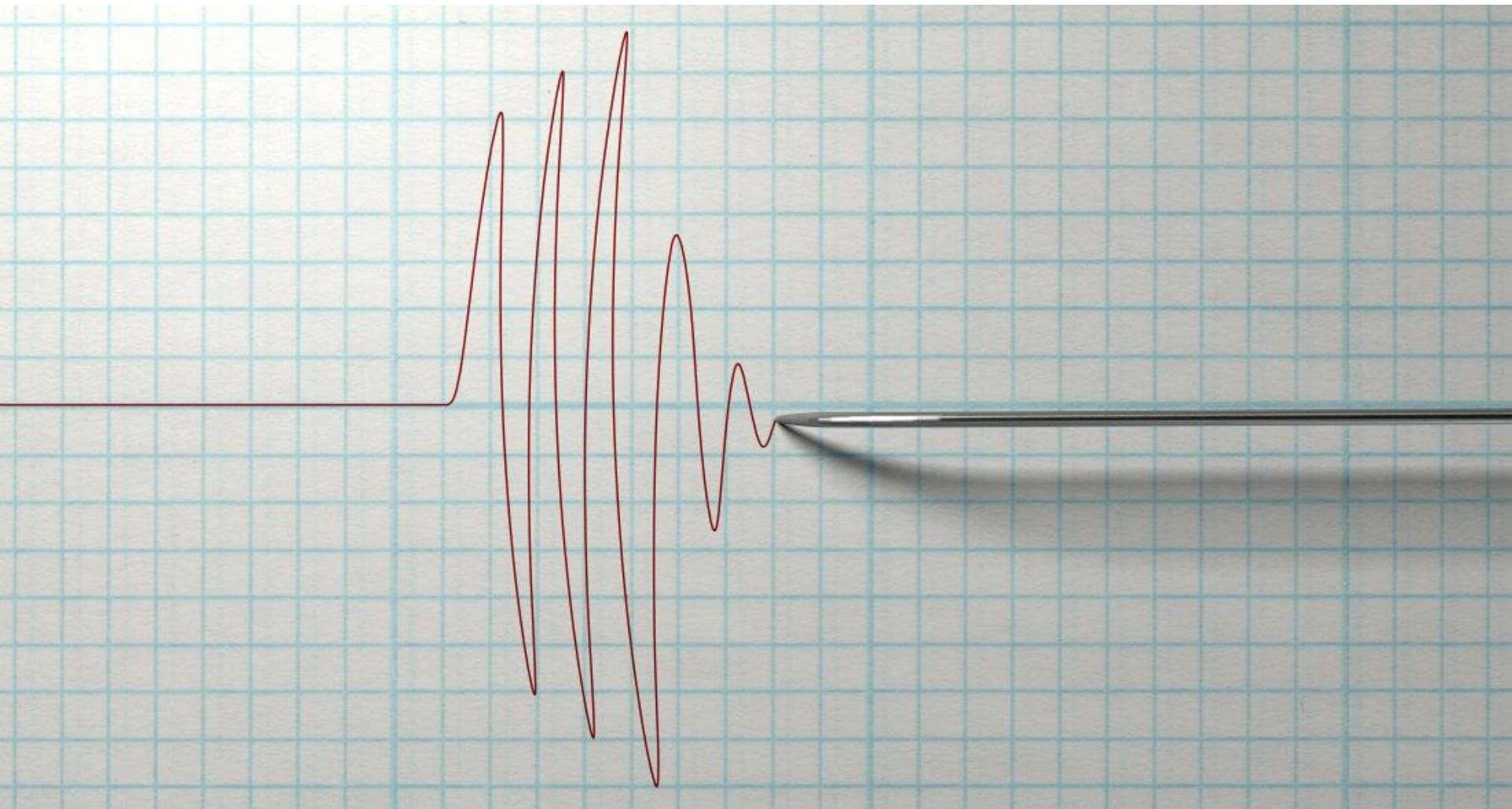
It's in this premise that Paul Krassner remarked that Definition of Happiness must have as little separation as possible
“between your work and your play”

Are you in control of your life?



- ✧ Are you busy? – **feeling rushed**
- ✧ Are you happy? – **Cared for**
- ✧ Do you have anxiety? – **feeling in control**
- ✧ How is your productivity? **Do you feel you are achieving anything in life**
- ✧ Time Management – **Always wishing hours can be extended per day yet you cannot see results**
- ✧ Procrastination – **sign of confusion**

Draw the line....



Determining what is important in your life...1



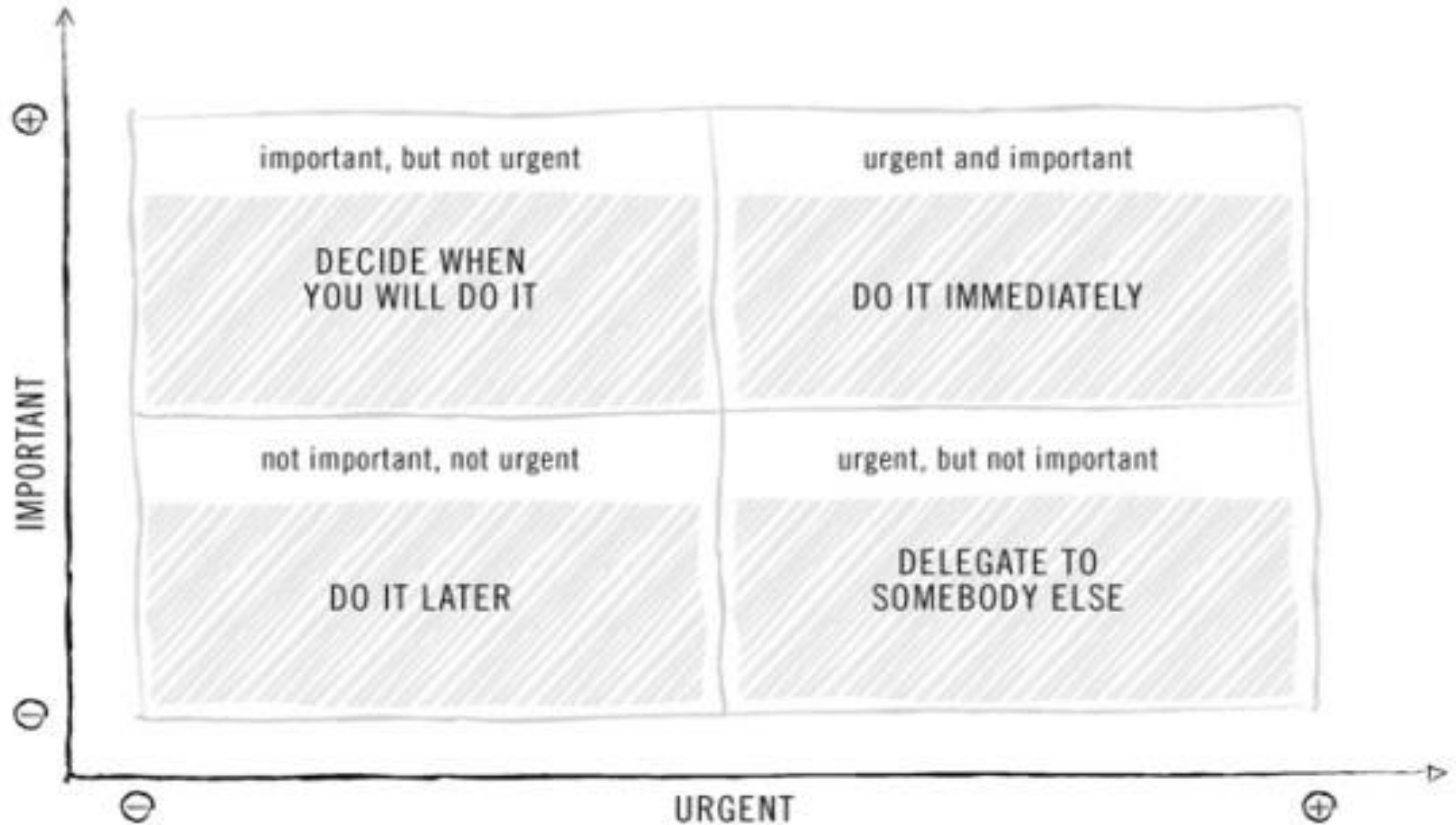
- ✧ What are your values and matters most
- ✧ What gets you disproportionate results – do you start with what is close to you (Proximity does not equal to priority)
- ✧ 80/20 rule – 80% of the results come from 20% of the work, Focus on the 20%
- ✧ What is “this thing”, only you can do well – understand family members strengths and weakness and complement each other (no Egos should come in work-life balance)
- ✧ Management Guru “Peter Drucker” says
“Focus on the things that only you can do, delegate ,
outsource or neglect the rest”

Determining what is important in your life...2



- ✧ What is most important and urgent
 - ✧ Its too easy to put off important family time to urgent work deadlines
 - ✧ Lets review the Eisenhower Matrix;
- “Just because something is urgent does not mean its important”

Eisenhower's Matrix



How do you deal with it



- ✧ Everything is not equally important – do fewer things and do them well
- ✧ Decide what your values are – and which one takes precedence
- ✧ Do the things that get disproportionate results
- ✧ Focus on the things you do
- ✧ Do the important things which must be done Now!!

Tips..



- ✧ Let go Perfectionism – life gets more complicated as you grow-up
- ✧ Unplug – shut down electronic devices, various updates
- ✧ Exercise and Meditate – engage in feel-good activities
- ✧ Limit time-wasting activities and people
- ✧ Change the structure of your life – our habits are not set-in-stone
- ✧ Start small, build from there

Reaction from Organisations

- Seeking family input in financial planning and goal setting
- Recognition and rewards with family in mind
- Balance scorecards including learning & growth
- Day care Centers
- Gym/Yoga centres
- Sports (inter departmental)
- Recreation room
- Un-interrupted annual leave/hours per day
- Team building - Family days
- Staff on call
- Flexi hours

***IMPROVE
WORK-LIFE
BALANCE***

EXERCISE

WHEEL OF LIFE



Create a wheel!



- Draw a circle
- Divide into 8 triangular wedges
- Each area represent different area of your life
 - 1) Money, 2) Career, 3) Physical Environment (both home and office)
 - 4) Personal Growth 5) Friends and Family 6) Significant other 7) Health 8) Fun and Activity
- Rank the level of satisfaction in each area – Center being at 0 (complete dissatisfaction) and outer edge being 10 (Complete satisfaction)
- Color in the area between the new outer edge and the circle (this demonstrate your level of satisfaction with each area)
- Take a look at the new wheel - The new outer edge represent your life right now

Do you need to do something about it!!

WHEEL OF LIFE



Get Coached



Have a friend, a family member or a colleague to ask you the following questions;

- What area do you want to work on?
 - What is the best possible outcome?
 - What is important about this to you?
 - What qualities do you need to bring out of yourself in order to accomplish this
 - What is the first step?
- ✧ Best possible outcome is coming out with a hobby – something that you can schedule to do a couple of times in a week, **something you look forward to!!**
- ✧ **Check you progress – with accountability**
- ✧ **Life is dynamic – comeback to the wheel of life anytime and as your circumstances change and do a reassessments**

Make it a way of life

WHEEL OF LIFE



It's not Simple



*It cannot be resolved now, but its
gets better with time*

Review, Reassess, Rebuild!!



ASANTE SANA !!!