Achieving Work Life Balance

PRESENTED BY

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Objectives

- Superwoman Syndrome
- Define Work Life Balance
- Misconceptions about Work Life Balance
- Benefits of Work Life Balance
- Attaining and Maintaining Work Life Balance
How does she do it?

SEE? I TOLD YA!

SO THAT'S HOW SHE DOES IT...

HAPPY MOTHER'S DAY TO SUPERMOMS EVERYWHERE
“Superwoman”
Multi-tasking
“Super couple”
“Super Family”
Cause I am a Superwoman Yes I am, Yes she is, *Even when I’m a mess I still put on a vest*, with an S on my chest, oh yes, I’m a Superwoman
Superwoman Syndrome

- Have a tendency towards people-pleasing
- Seek attention
- Want to feel like they can do it all
- They cannot say no to others
- To feel accomplished
- Have low self-esteem
- Strive for perfection
- The Superwoman is also a good person, duty oriented, very responsible and truly desires to do what is right.

*Dr. Madeline Ann Lewis, Author*
What is Work Life Balance?

- The work-leisure dichotomy was invented in the mid-1800s.

- "work–life balance" first used in the United Kingdom in the late 1970’s and in the United States, 1986

- Paul Krassner as little separation as possible "between your work and your play."

- Advances in technology “have made it more feasible for employees to keep contact with work... beyond boundaries of traditional workday and workplace.

Wikipedia
Misconceptions About Work life Balance

- Does not mean an equal balance.
- There is no perfect, one-size fits all, balance you should be striving for.
- Once a balance is found that is it.
- Single people are *not* concerned about work life balance.
- People without kids *do not* have work life balance concerns.
- Men *do not* have work life balance concerns.

Adapted from Jena McGregor and worklifebalance.com
Impact of Little or no Work Life Balance

- Fatigue.
- Decreased work productivity.
- Lost time with family and friends.
- Difficulty nurturing relationships.
- Increased Expectations.

Adapted from Thomas J. Denham and Mayo Clinic
Benefits of Work Life Balance

- Develop valuable skills that you can apply to other areas of life.
- Promotes stronger family relationships, good health and confident children.
- Clear expectations.
- Responsibility and organization.
- Physical and emotional health.
“Have it together”

- Decide what matters.
- Be responsible for making what matters happen.
- Use only one calendar for both work/personal.
- Frequently evaluate what’s working/not working.
- Be flexible and don’t expect perfection.
- Achievement and enjoyment.

Adapted from Cali Yost and Jim Bird
Attaining and Maintaining Work Life Balance

- Visualize your ideal life.
- Learn to better manage your time.
- Explore your options and share the load.
- Learn to say no.
- Leave work at work.
- Nurture yourself.
- Simplify.
- Make adjustments as needed.
The Wheels of Life
How You Spend Your Time

- Significant other  ____%  ______
- Children  ____%  ______
- Fun/Recreation  ____%  ______
- Education  ____%  ______
- Charitable work  ____%  ______
- Personal/Spiritual  ____%  ______
- Work/Career  ____%  ______
- Other  ____%  ______

Total 100%
Tips for Goal Setting

**Specific**: Goals need to be something specific.

**Measurable**: Goals need to be measurable.

**Achievable**: Goals need to be reasonable and achievable.

**Realistic**: Goals need to be realistic. Be honest.

**Time Framed**: Goals need to have a time frame. Having a set amount of time will give your goals structure. Having a specific time frame gives you the impetus to get started. It also helps you monitor your progress.
Closing Thoughts

- Many people today are too busy making a living that they don’t have time to make a life.
- Where you go with your work/life balance should be by choice not chance.
- Make what matters happen as often as possible.
- Celebrate your successes and don’t dwell on your failures.
- Attaining work/life balance is a process.
- Superwoman is just a myth.

2. **Interactive wheel of life**
THANK YOU
On a scale of 1-10, how fulfilled are you in each of these areas? What would a fulfilling life look like in each area?
Time Management Questionnaire

Score yourself on the following questions; 2 for “always”, 1 for “sometimes”, 0 for “never” and tally your score at the bottom of the column.

____ I do things in order of priority.
____ I accomplish what needs to be done during the day.
____ I always get assignments done on time.
____ I feel I use my time effectively.
____ I tackle difficult or unpleasant tasks without procrastinating.
____ I force myself to make time for planning.
____ I am spending enough time planning.
____ I prepare a daily or weekly “to do” list.
____ I prioritize my list in order of importance, not urgency.
____ I am able to meet deadlines without rushing at the last minute.
____ I keep up-to-date on my reading, homework assignments or trends in my field.
____ I prevent interruptions from distracting me from priority tasks.
____ I avoid spending too much time on trivial matters.
____ I plan time to relax and be with friends in my weekly schedule.
____ I have a weekly schedule on which I record fixed commitments such as classes and/or work projects.
____ I try to do the most important tasks during the most energetic periods of the day.
____ I make constructive use of my commuting time.
____ I periodically re-assess my activities in relation to my goals.
____ I have discontinued any wasteful or unprofitable activities or routines.
____ I screen and group my telephone calls/text messages to allow for control over interruptions.
____ I judge myself by accomplishment of tasks rather than by amount of activity or “busy-ness.”
____ My actions are determined primarily by me, not by circumstances or by other people’s priorities.
____ I have a clear idea of what I want to accomplish during the coming semester/few months at work.
____ I am satisfied with the way I use my time.

SCORE

45-50 points: You are on your way to becoming CEO of a major corporation!
38-44 points: You probably own a Franklin Planner or something similar and have organized your sock drawer.
25-37 points: You are managing your time fairly well, but sometimes feel overwhelmed.
Less than 25 points: Your life is one long roller coaster ride, out of control.