



Learning at Your Fingertips

**Work-Life Balance**



In this module:

- Overview
- Definition
- Achievement and Enjoyment
- 6 Components of Work-life Balance
- Life Happens
- Multiple Routes To Success
- No One Can Do It Alone

## Overview

Work-life balance is a concept that supports the efforts of people to split their time and energy between work and the other important aspects of their lives. Work-life balance is a daily effort to make time for family, friends, community participation, spirituality, personal growth, self care, and other personal activities, in addition to the demands of the workplace.



## Definition

Despite the worldwide quest for Work-Life Balance, very few have found an acceptable definition of the concept. Here's a proven definition that will positively impact your everyday value and balance starting today.

Let's first define what work-life balance is not.



## Definition

**Work-Life Balance** does not mean an equal balance. Trying to schedule an equal number of hours for each of your various work and personal activities is usually unrewarding and unrealistic. Life is and should be more fluid than that.



## Definition

Your best individual work-life balance will vary over time, often on a daily basis. The right balance for you today will probably be different for you tomorrow. The right balance for you when you are single will be different when you marry, or if you have children; when you start a new career versus when you are nearing retirement.



## Definition

There is no perfect, one-size fits all, balance you should be striving for. The best work-life balance is different for each of us because we all have different priorities and different lives.



# Achievement and Enjoyment

However, at the core of an effective work-life balance definition are two key everyday concepts that are relevant to each of us. They are daily **Achievement and Enjoyment**, ideas almost deceptive in their simplicity.





# Achievement and Enjoyment

Engraining a fuller meaning of these two concepts takes us most of the way to defining a positive Work-Life Balance. Achievement and Enjoyment answer the big question "Why?" Why do you want a better income...a new house...the kids through college...to do a good job today...to come to work at all?



# Achievement and Enjoyment

Most of us already have a good grasp on the meaning of Achievement. But let's explore the concept of Enjoyment a little more. As part of a relevant Work-Life Balance definition, enjoyment does not *just* mean "Ha-Ha" happiness. It means Pride, Satisfaction, Happiness, Celebration, Love, A Sense of Well Being ...all the Joys of Living.



# Achievement and Enjoyment

Achievement and Enjoyment are the front and back of the coin of value in life. You can't have one without the other, no more than you can have a coin with only one side. Trying to live a one sided life is why so many "Successful" people are not happy, or not nearly as happy as they should be.



# Achievement and Enjoyment

You cannot get the full value from life without BOTH Achievement and Enjoyment. Focusing on Achievement and Enjoyment every day in life helps you avoid the "As Soon As Trap", the life dulling habit of planning on getting around to the joys of life and accomplishment "as soon as...."



# Achievement and Enjoyment

Life will deliver the value and balance we desire ...when we are achieving and enjoying something every single day...in *all* the important areas that make up our lives. As a result, a good working definition of Work-Life Balance is:

**Meaningful daily Achievement *and* Enjoyment in each of my four life quadrants: Work, Family, Friends and Self.**



# Achievement and Enjoyment

Ask yourself now, when was the last time you Achieved AND Enjoyed something at work?  
What about Achieved AND Enjoyed with your family; your friends? And how recently have you Achieved AND Enjoyed something just for you?



## Achievement and Enjoyment

Why not take 20 minutes on the way home from work and do something just for yourself? And when you get home, before you walk in the door, think about whether you want to focus on achieving or enjoying at home tonight. Then act accordingly when you do walk in the door.



# Achievement and Enjoyment

At work you can create your own best Work-Life Balance by making sure you not only Achieve, but also reflect the joy of the job, and the joy of life, **every day**. If nobody pats you on the back today, pat yourself on the back. And help others to do the same.





# Achievement and Enjoyment

When you do, when you are a person that not only gets things done, but also enjoys the doing, it attracts people to you. They want you on their team and they want to be on your team.



## 6 Components of Work-life Balance

- 1. Self-Management** - Sufficiently managing one's self can be challenging, particularly in getting proper sleep, exercise and nutrition. Self-management is the recognition that effectively using the spaces in our lives is vital, and that available resources, time, and life are finite. It means becoming captain of our own ship; no one is coming to steer for us.



# 6 Components of Work-life Balance

**2. Time Management** – Effective time management involves making optimal use of your day and the supporting resources that can be summoned – you keep pace when your resources match your challenges.



## 6 Components of Work-life Balance

Time management is enhanced through appropriate goals and discerning what is both important and urgent, versus important or urgent. It entails knowing what you do best and when, and assembling the appropriate tools to accomplish specific tasks.



## 6 Components of Work-life Balance

**3. Stress Management** – By nature, societies tend to become more complex over time. In the face of increasing complexity, stress on the individual is inevitable.



## 6 Components of Work-life Balance

More people, distractions, and noise require each of us to become adept at maintaining tranquility and working ourselves out of pressure-filled situations. Most forms of multi-tasking ultimately increase our stress, versus focusing on one thing at a time.



## 6 Components of Work-life Balance

**4. Change Management** – In our fast-paced world, change is virtually the only constant. Continually adapting new methods and re-adapting others is vital to a successful career and a happy home life.



## 6 Components of Work-life Balance

Effective change management involves making periodic and concerted efforts to ensure that the volume and rate of change at work and at home does not overwhelm or defeat you.





## 6 Components of Work-life Balance

**5. Technology Management** – Effectively managing technology means ensuring that technology serves you, rather than abuses you. Technology has always been with us, since the first walking stick, flint, spear, and wheel.



## 6 Components of Work-life Balance

Now, the rate of change is accelerating, brought on by vendors seeking expanding market share. Often there is not choice but to keep up the technological Joneses, but you must rule technology, not vice versa.



## 6 Components of Work-life Balance

**6. Leisure Management** – The most overlooked of the work-life balance supporting disciplines, leisure management acknowledges the importance of rest and relaxation – that one can't short-change leisure, and that “time off” is a vital component of the human experience.



## 6 Components of Work-life Balance

Curiously, too much of the same leisure activity, however enjoyable, can lead to monotony. Thus, effective leisure management requires varying one's activities.



## Life Happens

Even the most dedicated executive may suddenly have his or her priorities upended by a personal crisis—a heart attack, for instance, or a death in the family. As one pointed out, people tend to ignore work/life balance until “something is wrong.”



## Life Happens

But that kind of disregard is a choice, and not a wise one. Since when do smart executives assume that everything will work out just fine? If that approach makes no sense in the boardroom or on the factory floor, it makes no sense in one's personal life.



## Multiple Routes To Success

Some people plan their careers in detail; others grab whatever opportunity presents itself. Some stick with one company, building political capital and a deep knowledge of the organization's culture and resources; others change employers frequently, relying on external contacts and a fresh perspective to achieve success.



## Multiple Routes To Success

Similarly, at home different solutions work for different individuals and families. Some executives have a stay-at-home partner; others make trade-offs to enable both partners to work. The questions of child care, international postings, and smartphones at the dinner table don't have "right" answers. But the questions need to be asked.





## No One Can Do It Alone

Of the many paths to success, none can be walked alone. A support network is crucial both at and outside work—and members of that network must get their needs met too. In pursuit of rich professional and personal lives, men and women will surely continue to face tough decisions about where to concentrate their efforts. Our research suggests that earnestly trying to focus is what will see them through.



## Summary

Simple concepts. And once you focus on them as key components of your day, they are not that hard to implement. So, make it happen, for yourself, your family and all the important individuals you care about... *every day* for the rest of your life... Achieve and Enjoy.

