

ACHIEVING BALANCE

HOW TO HANDLE THE STRESS OF WORK AND PERSONAL/FAMILY ISSUES.

THE BALANCING ACT

Remember that life is truly a balancing act!

Balance is a goal you can achieve.

- Allow others to assist you in your tasks
- Let go of unrealistic expectations.
- Act upon your goals and priorities.
- No is a word that must be heard.
- Communicate effectively to strengthen relationships.
- Expect and plan for the unexpected.
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STRATEGIES FOR ACHIEVING BALANCE

Planning

Organizing

Communicating Effectively

Setting Limits

Delegating

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STRATEGIES FOR ACHIEVING BALANCE: PLANNING

It is important to set goals and priorities and establish a plan of action. Planning allows you to take charge of your life by making choices and compromising.

Assess Your Situation

Am I being realistic about my expectations and what I can accomplish?
What specific things about my life are overwhelming me?

Establish realistic goals, one at a time, if possible.

Choose an area of your life that presents the most "significant source of stress".
Set a goal to reduce your stress in that area.

Determine Priorities for Your Goals.

Which goals are most important for you at this time?
Number your priorities in order of importance.

Create a Plan of Action

What are the steps I need to take to reach my goal?
To determine the steps, ask yourself: "Will this activity get me closer to my goal?"

Make a Back-Up Plan for the Unexpected.

Anticipate the worst possible scenario and have a plan for managing it.
How could I handle this scenario if it happened?

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STRATEGIES FOR ACHIEVING BALANCE: ORGANIZING

Organization gives you the gift of time and energy!

- Make a Prioritized "To Do" List for Home & Work Each Day.
What is at the top of your list for home and work for today?

- Develop a System to Ease Transition Times Between Work and Home.
Organize your items for the next day...the night before.
What items could you gather tonight to prepare for work tomorrow?

- Establish Daily and Weekly Routines for Accomplishing Your Tasks.
What tasks could you schedule on a weekly basis to organize your time?

- Combine Activities to Accomplish Your Varied Needs.
Take a walk with a co-worker or friend to combine a discussion and activity.
What activities could you combine each day?

- Create a Weekly Planner for Work and Home to Schedule Activities and Chores.
Keep a different planner for both work and home to separate responsibilities.

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STRATEGIES FOR ACHIEVING BALANCE: COMMUNICATE EFFECTIVELY

The ability to communicate well on the job and at home is a vital skill that saves time and produces positive results.

- Realize that Communication is a Two-Way Process.
It is important to communicate effectively.
What other aspect of communication is just as essential?

- Set Up a Regularly Scheduled Family Meeting.
The purpose of the meeting is to solve problems that affect the entire family.
What issues need to be addressed in your family meeting?

- Set Aside Quality Time for Yourself and Your Loved Ones.
Quality time can be structured or occur during everyday moments.
When was the last time you took time for yourself and your family?
When can you schedule quality time this week?

- Resolve "Moehills" Before They Become Mountains.
What potential conflict issues do you need to resolve at work?

- What potential conflict issues do you need to resolve at home?

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STRATEGIES FOR ACHIEVING BALANCE: SETTING LIMITS

Set limits on what you can and cannot accomplish. This will allow you to follow through on the commitments you already have accepted.

- Be Honest With Others.

When was the last time you said "yes" and really needed to say "no"?

- Express the Reasons Why You May Need More Time.

What reasons could you have presented in the example above (#1)?

- Be Brief.

There is less chance of being challenged if you are brief.

How could you have expressed yourself briefly in the example above (#1)?

- Be Diplomatic and Use the Rule of "Two Plus One Plus One".

Express two positive statements. (#1= I am interested in this project)

(#2= I enjoy working with you.)

Express one "less than positive" statement. (#1=I can't do the project tonight.)

Express one positive statement. (#1=I can do the project first thing in the morning.)

- Can you apply the above rule to the example above (#1)?

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STRATEGIES FOR ACHIEVING BALANCE: DELEGATING

In addition to setting limits, you can balance your time demands by delegating and sharing your work load with others.

- Analyze Your Jobs at Work and Home.
What aspects of your job(s) do you need to accomplish?

- What aspects of your job(s) can a co-worker/family member accomplish?

- Provide Specific, Clear Instructions and Include a Deadline.
What instructions could you provide for the work you are delegating?

- Let Go of "Your Way" of Doing Tasks.
Can you compromise your standards and accept assistance from others?
In what ways can others assist you when you need help?

- Identify Your Major Sources of Assistance at Work and at Home.
Who are your sources of assistance at work?

- Who are your sources of assistance at home?
