

Practicing Work–Life Balance

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What is work–life balance?

relates to the need to integrate a person's professional & personal life

it connotes the need for a balance between work & family responsibilities

it is about effectively managing the juggling act between paid work & other activities important to people

**Flexibility
in:**

lifestyle

time

work

reward

Create a balance lifestyle in the following:

Physical

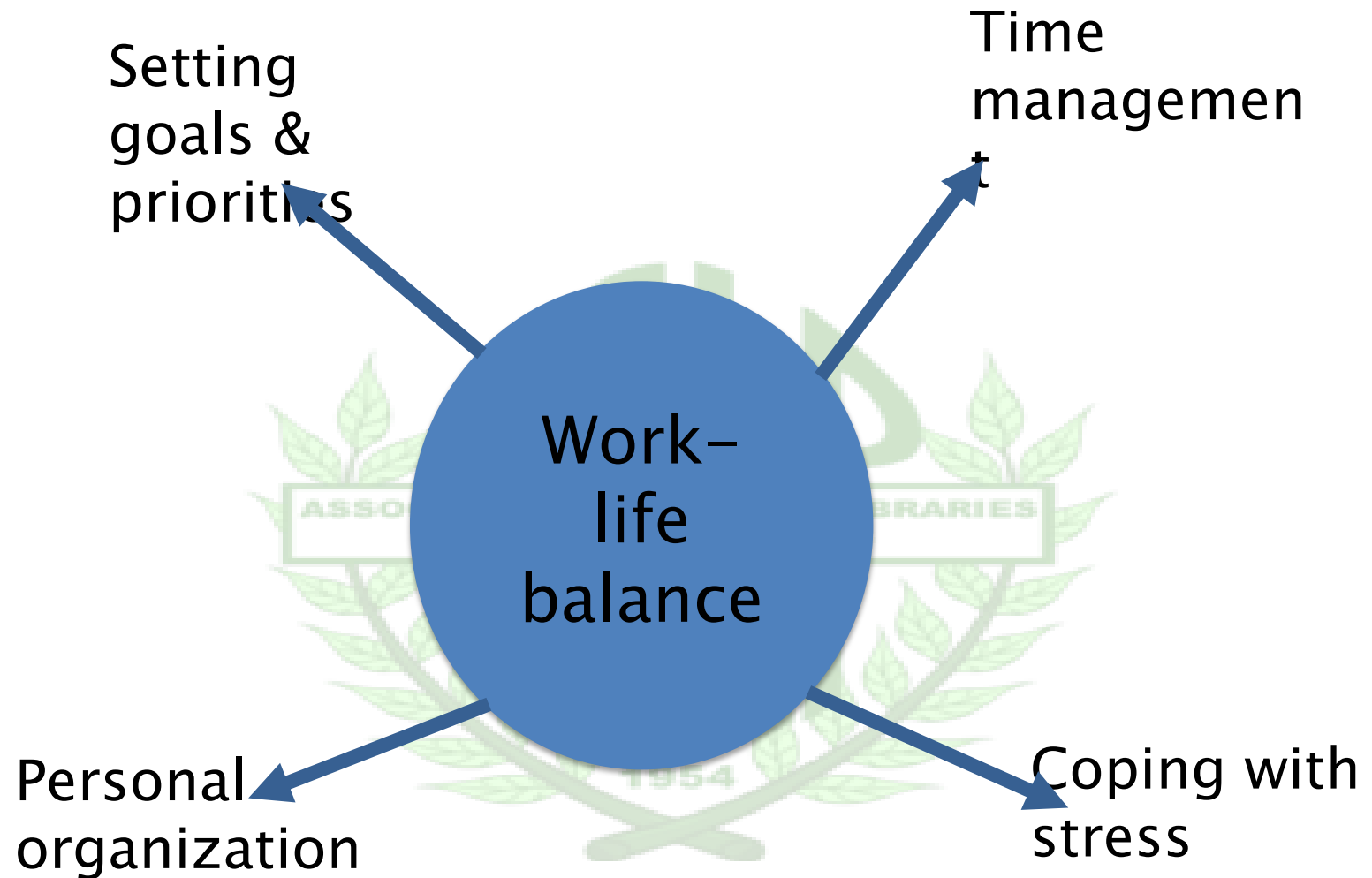
Spiritual

Intellectu
al

Career

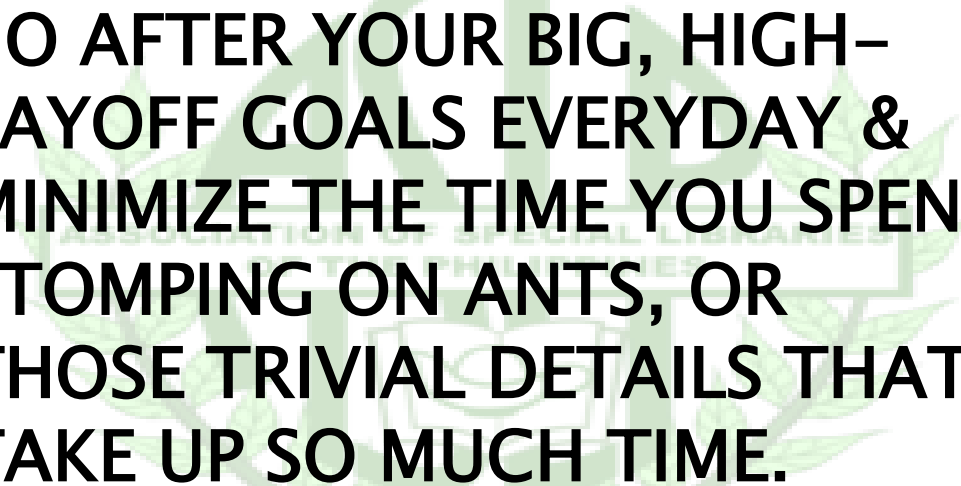
Social

Emotion
al



What is time management?

- refers to all practices individuals follow to make better use of their time.
- the management of time in order to make the most out of it.



**GO AFTER YOUR BIG, HIGH-
PAYOFF GOALS EVERYDAY &
MINIMIZE THE TIME YOU SPEND
STOMPING ON ANTS, OR
THOSE TRIVIAL DETAILS THAT
TAKE UP SO MUCH TIME.**

Manage time by:

Reviewing your long-term & intermediate goals often. Keep a list where you will see it often.

Taking advantage of your natural cycles, schedule the most difficult activities when you are sharpest.

Continually trying to eliminate unnecessary tasks that are not related to your goals or to maintaining a balanced life style.

Manage time by:

Soliciting cooperation from those around you. Let your spouse, family members, roommate, & others know about your efforts to manage time.

Learning to say “NO” to people, including spouses, friends, children, & parents.

Rewarding yourself for effective time management.

Manage time by:

Not setting
yourself up to fail.
Be realistic & work
toward an
individualized
approach that
makes sense for
you.

Recording things–
the process of
putting schedules,
priorities, & plans
on paper.

How to make a habit of getting things done?

Write down the habit you want to change.

Make your results measurable.

Write your goal in finished form.

List all the problems you create with your habit.

Write down
the habit
you want to
change.

Enlist the
support of
others.

Allow no
slippage.

Exaggerate
the results.

List all the
benefits of
changing
your habit.

Reward
yourself.

Visually
rehearse
your new
behavior.

Use
affirmations
.

Be positive.



Setting Goals & Priorities



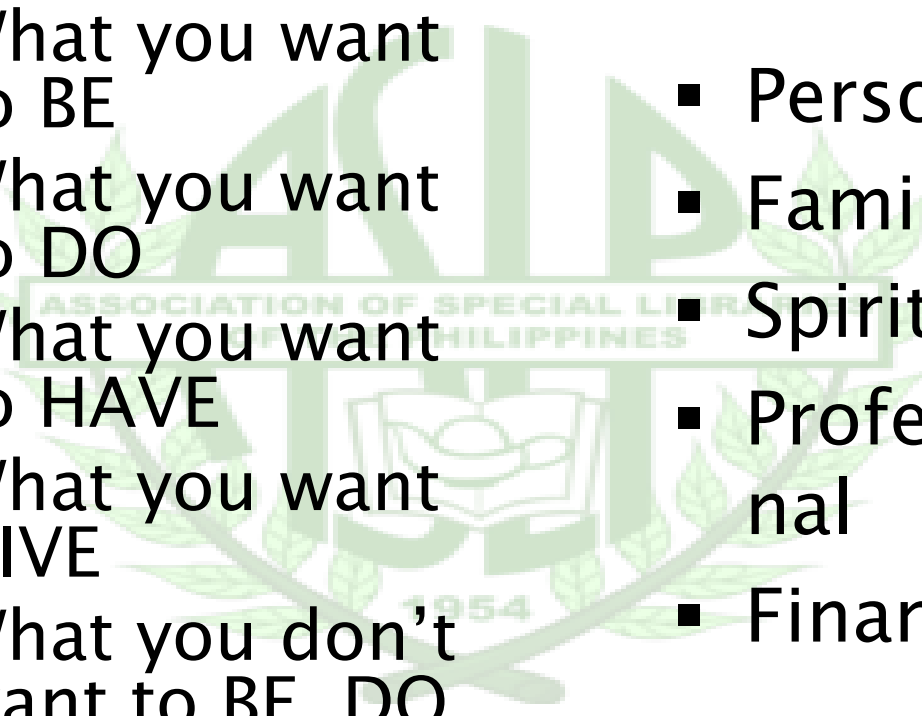
A goal map is.....

a visual reminder of priorities; it keeps the creator from becoming distracted by unimportant issues; it can also serve as a documentation for past accomplishments.

An action plan

- identifies goals, objectives, measurable targets, and specific actions
- it provides a sense of direction & purpose & allows people to work towards their own objectives

Getting Started

- 
- What you want to BE
 - Personal
 - What you want to DO
 - Family
 - What you want to HAVE
 - Spiritual
 - What you want GIVE
 - Professional
 - What you don't want to BE, DO, HAVE, & GIVE
 - Financial

PERSONAL ORGANIZATION



Organize yourself by.....

organizing physical things around us, such as our home, paperwork, finance, etc.

increasing our level of cleanliness & orderliness around us

being punctual & on time

prioritizing to whom our emotions & attention should go

Organize yourself

coordinating &
organizing our
communication with
others

managing our time,
schedules, work

further organizing
and distilling the
knowledge we have in
life

systematizing
activities in our lives
– from cleaning,
cooking to
bookkeeping

balancing our work
load during the day

Organize yourself by.....

delegating work,
tasks, & duties to
others when
appropriate

planning out our
goals & aspirations

organizing in our
mind our thoughts
for better
understanding

sorting out in life
what is truly
important to us

organizing &
prioritizing the
personal values that
are dear to us

How to be Punctual

Acknowledge that you have a hard time being punctual.

Wake up when you are supposed to wake up.

Be conscious of the time by: keeping your watch accurate; keeping a clock, phone, computer or anything that displays time in each room of your house; set all your clocks & watches to the same time; don't be an optimist.

How to be Punctual

Commit yourself to being 15 minutes early for everything.

Re-examine how long your daily tasks really take.

Bring something you can read in short segments almost everywhere you go.

Watch yourself for a few days where you often waste the most time.

How to be Punctual

Make a note on where you should be with regard to time.

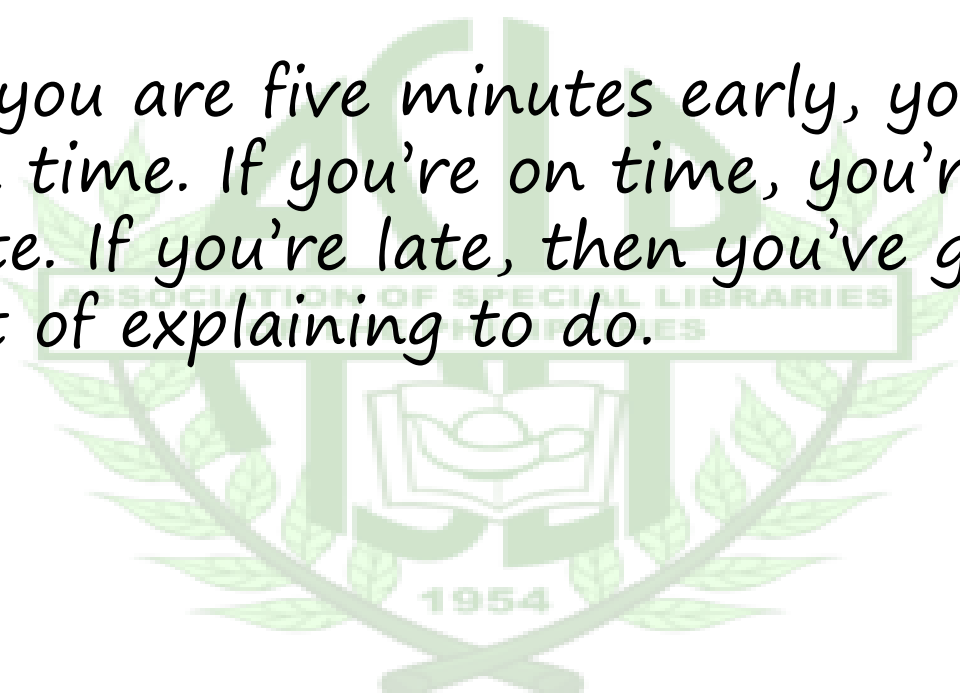
Go to sleep on time.

Plan ahead.

Keep organized.



- ☺ If you are five minutes early, you're on time. If you're on time, you're late. If you're late, then you've got a lot of explaining to do.

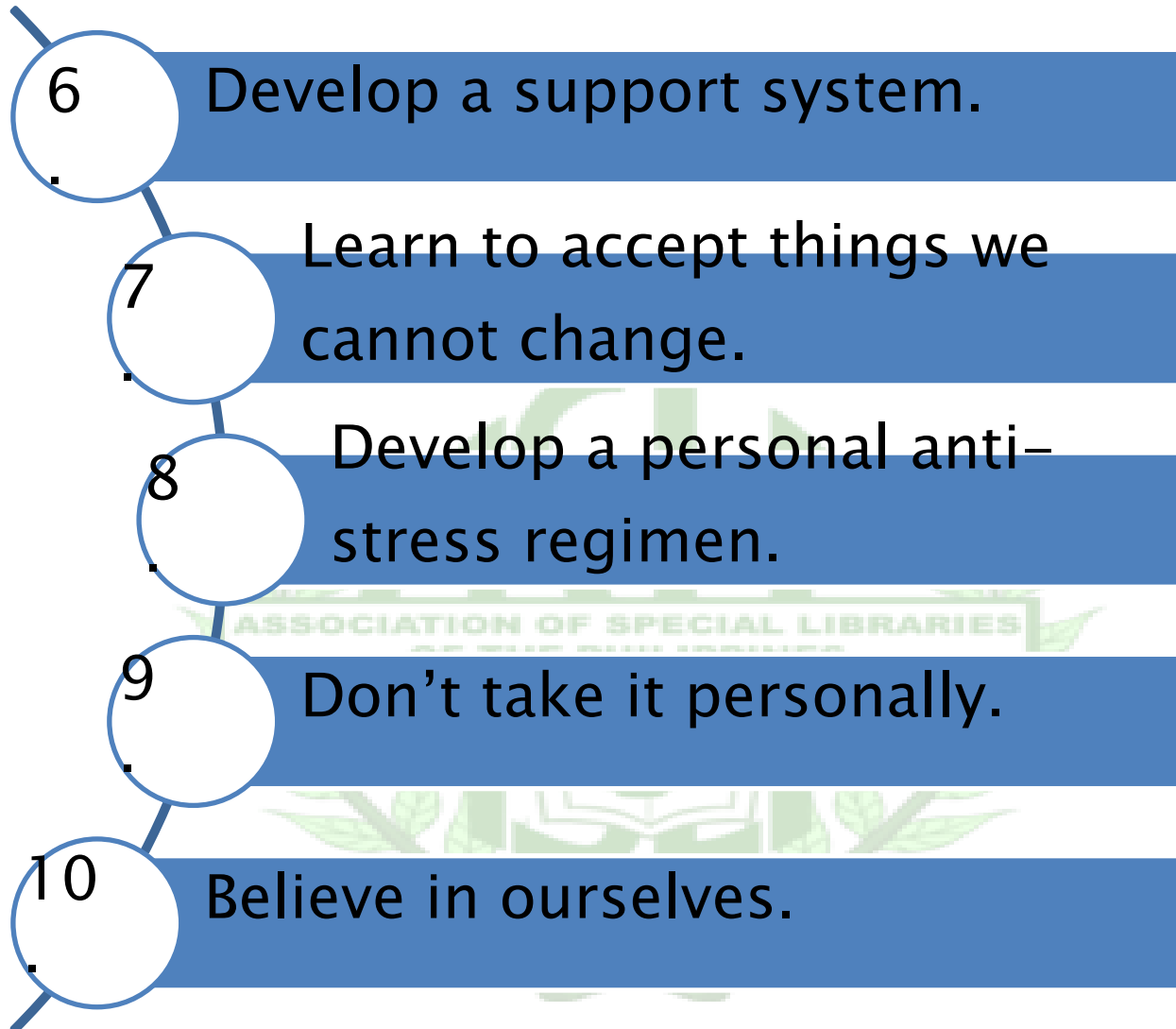


The Mountain of Paperwork

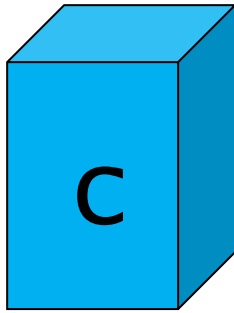


Coping with Stress: 10 Commandmen ts to Manage Stress

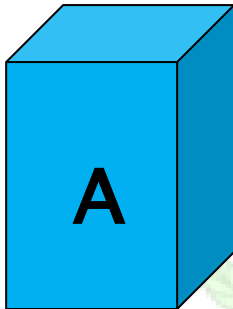
1. Don't let minor aggravations get to us.
2. Don't succumb to guilt.
3. Develop strategies.
4. Learn to accept & adapt to change.
5. Change the way we look at stress.



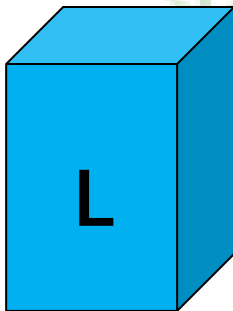
Apply the CALM Model



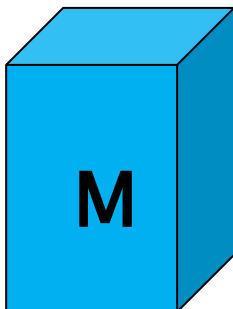
Change the situation when you can



Accept the things you cannot change



Let go



Manage your lifestyle

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it.

Steve Jobs