

FOCUS ON FULFILLMENT

TOPIC OF THE MONTH: "WORK-LIFE BALANCE"

Everyone's sense of "balance" will differ based on career stage, level of familial support, caregiving responsibilities, financial stability, age, FTE assignment, and more.

- *Try not to compare yourselves to others who may appear to have everything managed and under control. Instead, focus on giving adequate attention to your own work-life priorities.*

MANAGE YOUR TO-DO LIST WITH THE 4D APPROACH:

DELETE- *Decide what tasks don't actually need to be done*

DELEGATE- *Ask someone else to help with tasks you don't personally need to do [e.g., coworker, spouse/partner, child(ren), friend]*

DELAY- *Prioritize what needs to be done now, and put off things that can wait*

DO- *Invest your effort in completing the tasks that match your important responsibilities and values*

WAYS TO PROMOTE BALANCE:

IMPLEMENT A TRANSITION ROUTINE

- *Use your ride home from work to listen to favorite music or an audio book to help boost your mood.*
- *Walk to the mailbox, take some deep breaths in your car, or choose a landmark on the way home to signal that it's time to "hang up" your work and shift focus to other priorities.*

5 MINUTES OF QUALITY TIME GOES A LONG WAY

- *Even a few uninterrupted minutes of focused attention can make a big difference. Try setting a timer and commit to being really engaged with your loved ones-- or other preferred activity-- (no phone/no email) at least once/day.*

RESIST THE "SIREN CALL"

- *Try turning off notifications on your phone and move tempting apps (e.g., email, social media) off your home screen so you aren't tempted to open them when you are trying to engage in a more rewarding activity.*



Plan ahead to take vacations.



Even a few days helps!



You'll return feeling reinvigorated.

SCHEDULE ADEQUATE BREAKS FOR YOURSELF:

PLANNING RESOURCE:

Important Events Calendar

Being aware of events that may impact your life outside work and/or your colleagues' availability can help you plan ahead most efficiently. Keep the attached listing handy to assist with scheduling!

RECOMMENDED TED TALKS:

Time management expert Laura Vanderkam offers practical strategies to help find more time for what matters to us, so we can "build the lives we want in the time we've got." (12 min): https://www.ted.com/talks/laura_vanderkam_how_to_gain_control_of_your_free_time

Nigel Marsh lays out an ideal day balanced between family time, personal time and productivity -- and offers some stirring encouragement to make it happen (10 min): https://www.ted.com/talks/nigel_marsh_how_to_make_work_life_balance_work