

Work-Life Balance



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Assess and compare



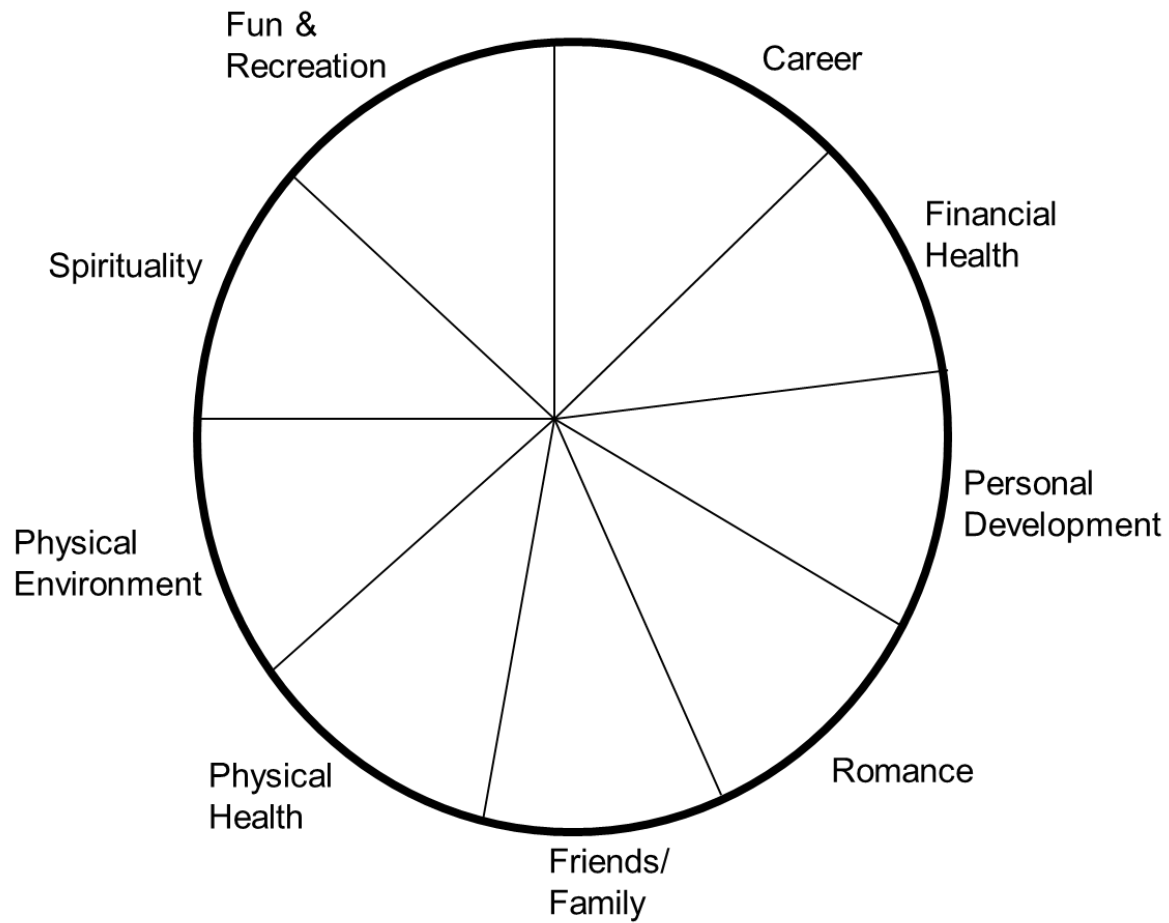
	Agree	Disagree
1. I feel like I have little or no control over my work life	0	1
2. I regularly enjoy hobbies or interests outside of work	1	0
3. I often feel guilty because I can't make time for everything I want to	0	1
4. I frequently feel anxious or upset because of what is happening at work	0	1
5. I usually have enough time to spend with my loved ones	1	0
6. When I'm at home, I feel relaxed and comfortable	1	0
7. I have time to do something just for me every week	1	0
8. On most days, I feel overwhelmed and over-committed	0	1
9. I rarely lose my temper at work	1	0
10. I never use all my allotted vacation days	0	1
11. I often feel exhausted – even early in the week	0	1
12. Usually, I work through my lunch break	0	1
13. I rarely miss out on important family events because of work	1	0
14. I frequently think about work when I'm not working	0	1
15. My family is frequently upset with me about how much time I spend working	0	1
	Total _____	

0 – 5: Your life is out of balance – you need to make significant changes to find your equilibrium. But you can take control!

6 – 10: You're keeping things under control – but only barely. Now is the time to take action before you're knocked off balance.

11 – 15: You're on the right track! You've been able to achieve work/life balance – now, make sure you protect it.

Your Wheel



Your Results



What do you do to achieve a high level of satisfaction in those areas?

What would change for you if you became dissatisfied in those areas?

Think of a moment in your life when you felt completely balanced.

What exactly was happening?

What were you doing and how were others involved?

How did you feel?

How do **YOU** know if your out of balance?

I know I'm feeling out of balance when I have the following symptoms...

Physical:

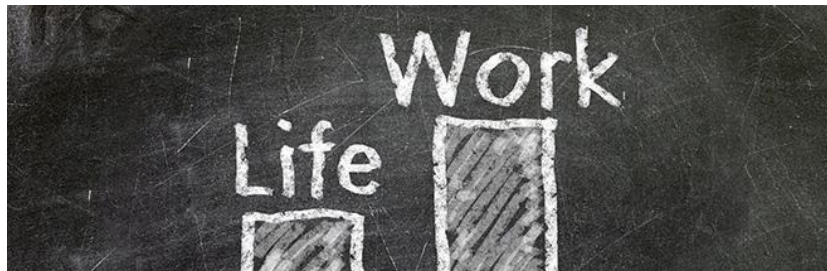
Emotional:

Personal:



MY Barriers to balance

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



What I will do differently...

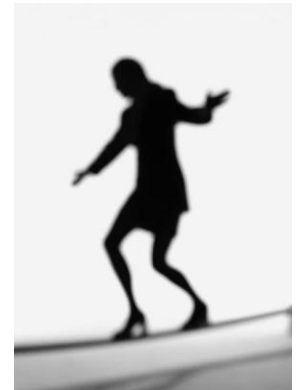
- What do I need to say **no** to in order to achieve more balance?

- What do I need to say **yes** to in order to achieve more balance?

- What will happen if I don't say yes or not to these things?

Improving your balance

- Understand some things are beyond your control to change
- Take action to reduce or remove the stressor
- Break problems down into smaller more manageable pieces
- Take a time management course
- Replace negative relationships with positive ones
- Adopt self - care practices
- Develop outside activities - hobbies, social events, education, etc.
- Seek advice from others
- Commit to the notion that managing stress is a permanent and ongoing activity



Slow. Down.

- Breathe
- Walk, exercise, move
- Eat, drink, sleep
- Stand up/Sit down
- Plan an unplanned day
- Do the unexpected
- Connect with someone you wouldn't
- Connect with someone important to you
- Play
- Ask for what you need
- Laugh, giggle, chuckle, chortle
- Enlist a balance team (massage therapist, manicurist, spa, friend)
- Leave town
- Electronic fast
- Slow down
- Remember what is important
- Disregard what is unimportant
- Use your influence





Quick review

- WLB is **your** definition of how to be a harmoniously integrated whole
- It's an issue today because of how the nature of work and family have changed over time
- You and your WLB will not be perfect, it's a constant dance and takes awareness and work
 - Only you can set your priorities and boundaries to shape your life
 - Re-evaluate where you feel you are often
 - Pay attention to your indicators of stress (symptoms of unbalance)
- Know your own barriers to balance – your unique tendencies (e.g. guilt)
 - Do something different
 - Ask for help



What I'm willing to do to improve my balance...

Learn to say....

Leave work...

Track my...

Ask for...



And if all else fails, call my IUEAP at
1-888-234-8327 to schedule an appointment