



Work Life Effectiveness



HELLO!

I am **Karen Maher**

I am an experienced HR consultant and workforce development specialist originally from the North East of England.

I specialise in coaching, mentoring, mediation and training delivery. I deliver QQI accredited courses including People Management, Supervisory Management and Medical Secretaries

I am qualified to administer and deliver psychometric tests including EQi2 (Emotional Intelligence) and MBTI (Personality Types).



OVERVIEW

- What is worklife balance?
- The 6 components of worklife balance
- Managing stress
- 12 strategies to achieving worklife balance

What is worklife balance?

- Work life balance is the point along the continuum where the demands of your work life, personal and professional life meet. It is the time allocated to your work, to enjoying yourself and spend with your family and friends.
- A healthy **work-life balance is important**. Finding a balance helps **to prevent burnout** and **reduces stress** in the workplace. You become a **more efficient and productive worker**. A benefit is that you'll become **more motivated, more engaged** and **enjoy work more**.

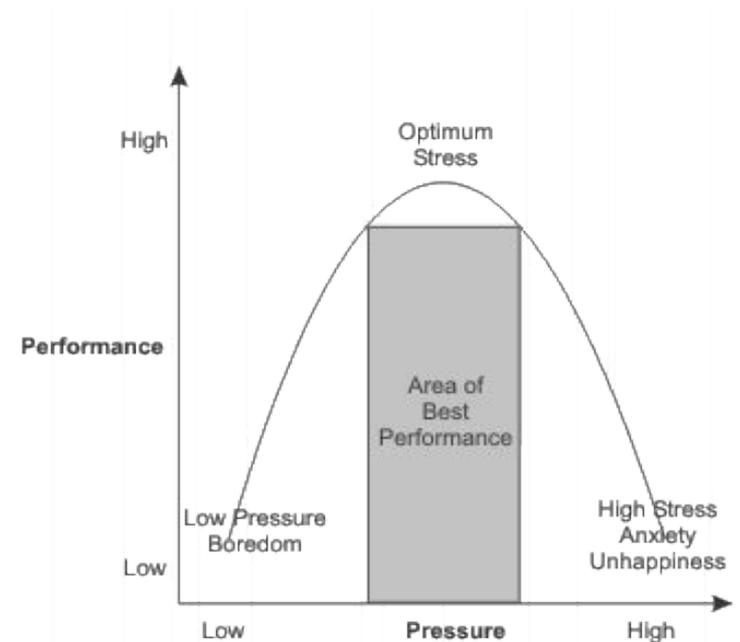


6 components

- Stress management
- Self management
- Time management
- Change management
- Technology management
- Leisure management

Stress Management

- Where would you currently place yourself?
- What is optimum stress for you?
- What is high stress for you?



The Inverted-U relationship between pressure and performance

A Continuum?

Most people who feel 'stressed' are more likely to be feeling tension and strain.

Stress is an **extreme adverse psychological response to personal perception of uncontrollable pressure, tension or strain.**

The symptoms of stress only become obvious to colleagues when the impact has started to embed itself and this is often too late for a quick recovery



Pressure
(a stimulant)



Tension
(a stimulant)



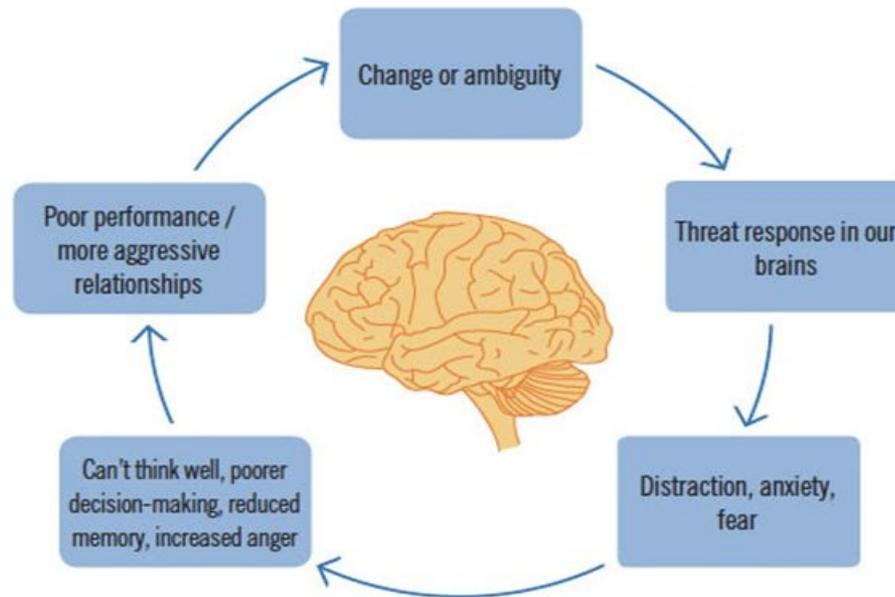
Strain
(an impairment)



Stress
(a condition)

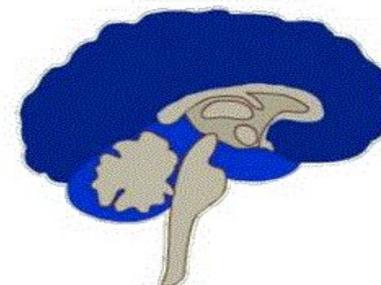
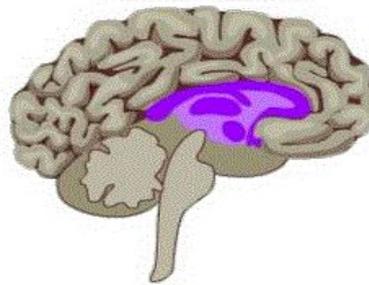
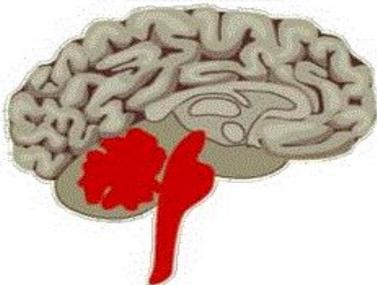
Effects of Change

Figure One: Effect of change on the brain. [Adapted from original © Scarlett Associates.]



Human Development

Lizard Brain	Mammal Brain	Human Brain
Brain stem & cerebellum	Limbic System	Neocortex
Fight or flight	Emotions, memories, habits	Language, abstract thought, imagination, consciousness
Autopilot	Decisions	Reasons, rationalizes



The Triune Brain in Evolution, Paul MacLean, 1960

An Alternative View

TALKS

Kelly McGonigal: How to make stress your friend

FILMED JUN 2013 • POSTED SEP 2013 • TEDGlobal 2013



2,778,451 Views

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Stress. It makes your heart pound, your breathing quicken and your forehead sweat. But while stress has been made into a public health enemy, new research suggests that stress may only be bad for you if you believe that to be the case. Psychologist Kelly McGonigal urges us to see stress as a positive, and introduces us to an unsung mechanism for stress reduction: reaching out to others.

Kelly McGonigal translates academic research into practical strategies for health, happiness and personal success. [Full bio »](#)

http://www.ted.com/talks/kelly_mcgonigal_how_to_make_stress_your_friend.html

Managing Your Stress

ACUTE STRESS REACTION

Triggered by a threat to personal safety

Survival response

The body quickly returns to normal

CHRONIC STRESS REACTION

Triggered at a lower level

Remains active for long periods of time

Allows toxins to build up

12 Key Strategies

Managing Stress and Achieving Worklife Balance

Time Management

What are Your Priorities?

Setting SMART Goals

Personal Planning

Establish Boundaries

Your Health

Your Relationships

Time for YOU

Leave Work at Work

What does your Organisation offer?

Work Smarter

When to ask for Help

12 Key Strategies

1. Time management

Analysing your present situation is the beginning step in achieving a balanced life.

Keep a time log of everything you do for one week, including work-related and personal activities.

This data will serve as an eye-opener, helping you understand how you are using and where you are losing your time



Time Management

High	3 <i>Low Importance</i> <i>High Urgency</i>	1 <i>High Importance</i> <i>High Urgency</i>
URGENCY	4 <i>Low Importance</i> <i>Low Urgency</i>	2 <i>High Importance</i> <i>Low Urgency</i>
Low	High	
	IMPORTANCE	

12 Key Strategies

2. What are your Priorities?

Spend some time reflecting on what is most important to you, and make a list of your top priorities at work and at home. Then analyse your time by asking yourself these key questions:

What do I need to :

- Start doing?
- Stop doing?
- Continue doing?
- Do more of?
- Do less of?
- Do differently?



12 Key Strategies

3. Set SMART Goals

Take your list of priorities and turn them into concrete and measurable goals.

Block time into your schedule for activities just like you would for an important meeting or a doctor's appointment



12 Key Strategies

4. Personal Planning

Successful people plan their work and then work their plan. You have one life, so have one date planner. Whether paper or electronic, this is the vehicle by which you turn your priorities and goals into reality

Set aside 10 to 20 minutes at the beginning of each day (or the night before) to plan your tasks and activities for the day and evening ahead



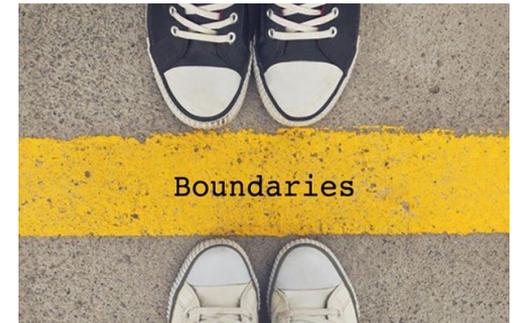
12 Key Strategies

5. Establish Boundaries

Set fair and realistic limits on what you will and will not do both at work and at home.

Clearly communicate these boundaries to your supervisor, coworkers, partner and family.

For example, you might commit to not working late on certain days unless there is a crisis. Additionally, set aside a time at home during which you will not check or respond to work-related emails or voice mails.

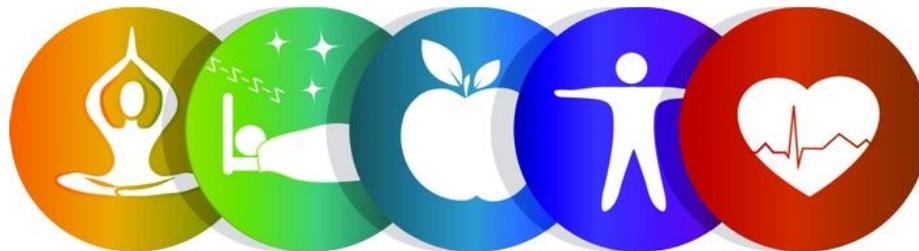


12 Key Strategies

6. Your Health

Your health should be your No. 1 priority. If you are not in good shape physically, mentally, and emotionally, both your work life and your personal life will suffer.

Eat healthy meals take regular exercise and get some sleep. While you may not think you have time to add exercise and extra sleep to your busy schedule, these help relieve stress, raise energy levels, increase stamina, improve mental clarity, boost your immune system, and make you more productive person.



12 Key Strategies

7. Your Relationships

Relationships with family, friends, and loved ones are, by far, the greatest source of inner satisfaction. If your job or career is damaging your personal relationships, everyone suffers.

There will be days when you will need to work overtime. The issue becomes problematic when these days become the rule, not the exception.

By making your personal relationships a priority, your productivity and effectiveness on the job will actually increase.



12 Key Strategies

8. Time for You

As much as work, health, and relationships take priority in your life, it is also important to schedule time for your own renewal.

Take at least 30 minutes of uninterrupted "you time." It will do wonders for your well-being, and your relationships and your career will benefit too.



12 Key Strategies

9. Leave Work at Work

Develop a mental on-off switch between work and home. It helps to establish a transitional activity between the two areas.

This might be listening to music , exercising, running errands, or keeping personal appointments. Scheduling such activities immediately following your normal work hours also prevents you from spending that extra twenty minutes working which then turns into several hours.



12 Key Strategies

10. What does your organisation offer

Many companies today are creating policies and programs that facilitate work-life balance.

Find out what options are on offer in terms of working from home, flexi-hours, a compressed work week, job-sharing, or part-time employment.

You may find an arrangement that allows you to work more productively, while at the same time cutting stress and freeing-up valuable personal/family time.



12 Key Strategies

11. Work Smarter Not Harder

Using time more efficiently is an important skill that everyone can learn.

Adopting the right combination of time-management practices can cut stress and save you up to an hour a day. This can include the use of technology to become more organized, grouping emails and voice messages, avoiding procrastination and learning to say "no."



12 Key Strategies

12. Know When to Ask for Help

Work-life balance isn't an exact science. Each person must find his or her own way of combining career, relationships, and personal care. What is right for you now will likely change as new circumstances arise, so periodically review your situation and adjust accordingly.

Don't get overwhelmed by assuming that you need to make big changes all at once. Even if you implement only a few of the suggested strategies, they will have a positive and measurable impact in your life. Start with one clear goal then add another, and another.



Conclusion

The process of achieving a healthy work-life balance is like becoming a professional athlete. It takes a concerted effort to get in shape and a continued effort to stay that way. But if you commit to doing this this you will gain health and quality-of-life benefits.

It is possible to have a successful professional career and a fulfilling personal life.

Take control of your work.

Be proactive with your time.

Get a (balanced) life.

*You are
in control
of your life.*

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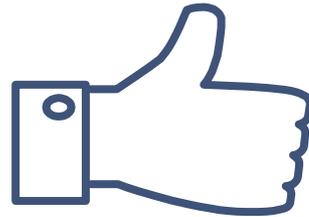
Summary & Recap

Q&A



**GOOD BYE &
GOOD LUCK!**





THANKS!

Any questions?

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