

Balancing the Management of Work & Life Responsibilities



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Workshop objectives

- Define Work-Life
- Discuss Work-Life Responsibilities and Challenges
- Identify Individual Resources and Strategies
- Identify Employer-Based Resources to Help You



Quick check

- Have you ever had difficulty getting things done at work because you were thinking about things at home?
- Have you ever been distracted or upset at home because of something that happened at work?
- Do you wish there were more hours in the day so you could get everything done that needed to be accomplished?

Consider these facts

- Americans work on average 47 hours per week.
- Over half (63%) of all employees have childcare responsibilities.
- Approximately 25% of employees have elder care responsibilities.
- Approximately 30% of employees are single.

Work-life stress

If you are preoccupied with personal difficulties in your life, your workplace performance and productivity may suffer. At the same time, if you are preoccupied with work, you cannot fully focus on all of your responsibilities at home.



How do you spend your time?

- Draw a big circle on a piece of paper to represent your time and energy. Divide the circle according to percentage of time you spend on the activities associated with work, personal activities, care giving activities.
- Are you satisfied with how you have divided your pie?
- How would you like your pieces to differ?
- Draw another pie with slices that represent your ideal.

What is work-life?



- Recognizes the relationships between professional and personal lives are not mutually exclusive.
- Acknowledges that organizations and employees must work together for effective management of personal life and work.
- Work-life strategies must account for the whole person.

To achieve work-life effectiveness

- Take advantage of the many different ways you are most productive as an individual.
- Utilize resources to help you maximize your productivity at home and in the workplace.
- Work with your employer to find the best ways to effectively manage your personal and family life.
- Include self-care in your plan.
- Recognize that balance may not be achieved every day; the key is to effectively manage multiple demands.



How do you achieve productivity?

- Create a column for work responsibilities and a column for personal responsibilities. What helps you accomplish these tasks? Do you sometimes like to blend *both*?
- Understanding your own strategies for productivity will be the basis of your own work-life style.
- Create a list of how you like to relax. Be sure to schedule down time in your master schedule of activities.

Work-life effectiveness: know your employer-based options

- Workplace Flexibility
- Caring for Dependents
- Health & Well-Being
- Financial Support
- Community Resources
- Culture Change Efforts



Examples of employer-based work-life resources

- Workplace Flexibility
- Parenting and Child Care
- Elder Care
- Disability Resources
- Health and Wellness
- Mental Health Services
- Financial Support
- Paid and Unpaid Time Off
- Professional Development and Training
- Community Involvement Opportunities



Flexible Work Arrangements

- Partnership between employee and employer, keeping in mind business need of customer, co-workers, etc.
- Understanding of *how*, *when* and *where* the work gets done
- Demonstration of productivity and streamlined communication
- Dynamic in structure and process

Flexible Work Arrangements Options

- Restructured Full-Time Work
- Reduced-time work
- Flex time
- Compressed work week
- Telecommuting
- Regular part time
- Job sharing
- Phased retirement
- Leaves and sabbaticals

Parenting and Child Care

- On-site Child Care
- On-line Child Care Resources
- Lactation Guidelines and Rooms
- Individual Consultations
- Support Groups



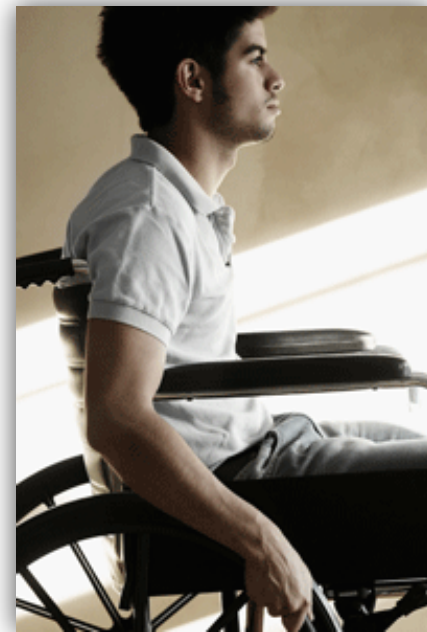
Elder Care Services

- Individual Caregiving Consultations
- Long Distance Caregiving Support
- Seminars
- Support Groups
- Community & National Resources



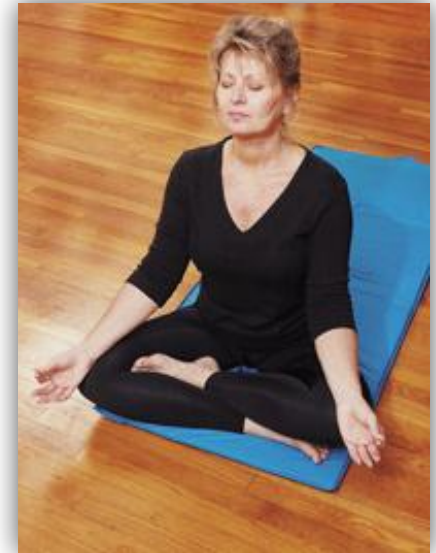
Disability Resources

- UK Human Development Institute
- Individual Consultations
- Local, state and national resources
- Seminars
- Early Intervention
- Accessibility Concerns
- Housing and Employment



Health and Wellness

- Health Insurance and Benefits
- Incentive Programs
- On-Site Weight Loss Programs
- On-Site Gyms
- Seminars and Classes
- Individual Consultations and Counseling
- Company Sponsored Events



What can YOU do to improve your work-life effectiveness?

- Prioritize.
- Learn to better manage your time, aware of internal and external stressors
- Know your options.
- Know your employer-based resources available to you.
- Negotiate change with your supervisor.
- Know your community-based resources
- Get help.
- Evaluate your work-life needs daily.



Blending work and life

- What can you do at work to positively integrate your personal life into the work place?
- What can you do at home to positively integrate your work into your family or home life?

Concluding remarks



Be

- Creative
- Reflective
- Dynamic
- Assertive

For more information

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