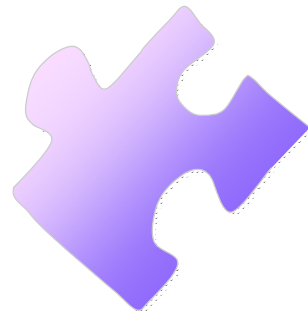


“Faces & Phases of Life” Seminar Series

Work, Family & Beyond: Making the Pieces Fit



NATIONAL INSTITUTES OF HEALTH

Work/Life Center

**Work, Family & Beyond:
Making the Pieces Fit**

Brought to you by
NIH Work/Life Center

Balance

Do we achieve it through –

- Time Management?

OR

- Boundary Management?

WORK

Relationships

- Customers
- Shareholders
- Associates
- Colleagues
- Career/Volunteer

Rewards

- Challenge
- Tangible rewards
- Confidence
- Psychological well-being

Goals

- Service
- Productivity
- Profit
- Success



SOCIAL SUPPORT

Relationships

- Family
- Friends
- Helpers
- Acquaintances
- Support systems

Rewards

- Sense of:
 - Belonging
 - Security
 - Confidence
- Feel needed
- Feel valued

Goals

- Social Support
- Personal Support
- Intimacy
- Connection





UNIQUE SELF

Self-Concept

- My body
- My thinking
- My feeling
- My values

Rewards

- Health
- Fulfillment
- Mastery
- Enlightenment
- Serenity

Goals

- Survival
- Growth
- Empowerment
- Explore Potential





My Three Worlds

Unique
Self

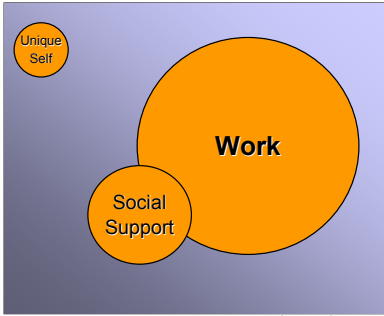
Social
Support

Work



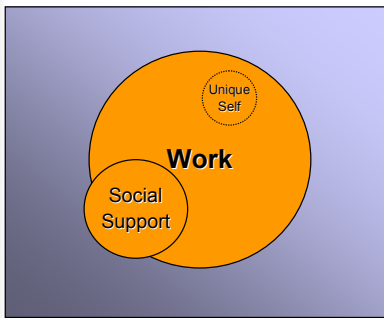


When Work Interferes





When Work Dominates





Health Strategies

- Monitor your stress
- Change gears
- Exercise
- Pamper yourself
- Relax and renew yourself
- Use on-the-job freedom
- Create a comfortable morning routine
- Recheck your goals
- Seek out intrinsically rewarding tasks





Action Planning

Finding a Better Balance

- Identify
- Check
- Rank
- Write
- Discuss



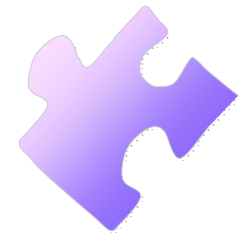


NIH Resources

- Resources and Referrals for Child Care and Elder Care
- Legal & Financial Consultation
- Professional, Confidential Counseling via the EAP



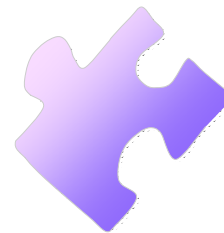
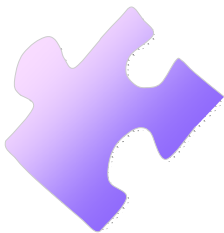
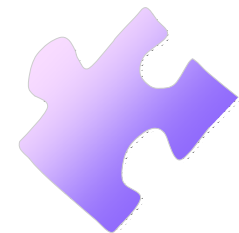
Do all of your pieces fit?



Work/Life Effectiveness Quiz

Yes/No

- Do you often feel overwhelmed, burned out, rundown or tired?
- Does everything seem like a priority to you?
- Do you have goals for work, family, and personal life?
- Do you procrastinate on important things?
- Do you use a calendar/day-timer to plan your week?
- Are you rushed getting off to work in the morning?
- Are you realistic about what is reasonable to accomplish each day?
- Do you have trouble saying “no” to requests for your time?
- Do you make time to relax every day?
- Do you eat a balanced diet?
- Do you get sufficient sleep?
- Is delegating difficult for you?
- Do you exercise regularly?
- Do you have difficulty finding items at work and at home?
- Do you have a plan for emergencies you typically experience?



Work, Family & Beyond: Making the pieces fit.

DEFINE YOUR ROLES

One of the most important ways to make sure you are making all of the pieces fit comfortably in your life, is to understand your roles and your responsibilities you have within each of these roles. For example to you might be a mother/father, son/daughter, husband/wife, co-worker, manager, mentor, committee member, church member, friend, or any number of other positions you hold in your life.

My Action Plan

Make a list of all of your roles and major responsibilities:

Ask Yourself:

- Are you pleased with how you spend your time within each of your roles?
- What can you do to better address your responsibilities?
- Who can you enlist for support?
- Are there resources (reading/training materials, websites, the EAP, technology) you can employ to better perform in your roles?

Don't forget to strike a balance between your roles at work and your roles at home.

Remember that one of the most important roles you have is "caretaker of your self." The responsibilities within that role is to keep yourself fit, healthy, and involved in fun activities—make time for that as well.

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SET GOALS FOR SUCCESS

There are four important elements to setting a goal that is attainable. By following these guidelines, you can start on a path to accomplishing your goals. Remember that once you set a goal for yourself, you must allow for detours and changes. Your goals must be:

- **Something you are passionate about**—your goal should not reflect the needs and wants of others.
- **Positive**—"I won't yell at my kids so often" is not as good as, "I will praise positive behavior during homework, dinner and bedtime."
- **Within your control**—you have no control over the weather, for example, but you do have control over how you dress for it.
- **Specific**—your goal should be specific, so, instead of "I will drink more water" try "I will drink ten 8 ounce glasses of water every day."
- **Reasonable time limit**—if your goal is to lower your cholesterol, talk to your doctor about when it is medically possible to expect improvements
- **Measurable**—how will you know you have reached the goal? "I will lose 10 pounds" is better than, "I will lose weight."
- **Within your sight**—can you visualize achievement? Commit to your goal by writing it down and displaying it where you can keep it in sight.
- **Rewarded**—achieving your goal may be reward enough, but it is helpful to reward yourself for progress toward your goals to keep yourself motivated.

My Action Plan

Write down your goal here: _____
Does your goal meet the criteria above? YES or NO—If "no," rewrite.

Are there people who can help you reach your goal? Write them here: _____

Can your goal be broken down into baby steps? Write your sub-goals here: _____

What is step #1 to accomplishing your goal? _____

What is step #2 to accomplishing your goal? _____

Start working on your goal and good luck!

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REDUCE YOUR STRESS

If you are experiencing a tremendous amount of stress and are having difficulty managing your response to that stress, you are likely to become overwhelmed and not be able to manage all of the “pieces” in your life.

My Action Plan

We all know that there are many ways in which stress can be reduced, but how often do we make a conscious decision to commit to one of these strategies? The following are proven methods to reduce stress. Pick 3 or 4 that you can commit to TODAY and write down how and when you are going to take your first step. For example: If you commit to eating a healthier diet, you may want to write down—Friday, I will go to Giant and buy 5 fruits or vegetables and a loaf of whole grain bread. Be specific as possible—write the when, where and how much.

Eat healthier _____

Get more sleep _____

Establish an exercise routine _____

Call a friend or relative who makes me smile _____

Write down goals and objectives daily _____

Find an opportunity to laugh _____

Make a journal listing the positive things in your life _____