



PARENTS,
TEACHERS, &
ADVOCATES

WORK-LIFE BALANCE KIT

How to Determine Your Personal Work-Life Balance

EXPLORING WORK-LIFE BALANCE

Ever since the beginning of the Industrial Revolution in the middle 1800's people have been struggling with work/life balance. Especially, before unions when the average workday was 12+ hours. Today we have it a little bit easier than our ancestors and yet we still struggle with the concept. This kit is to help you to explore the issues and determine what work/life balance means for you.

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What is Work/Life Balance?

Most people consider work/life balance to be the crux between being able to put in a full day's work and then coming home to enjoy time with family, friends, hobbies and other past times. When work was mainly focused on doing manufacturing, cleaning, simple banking et cetera this was much simpler to do.

However, with the advance of technology employers tend to expect us to become almost a 24/7 workforce. What we must determine as individuals is what does work/life balance is for us in our personal situation. Here are some things to consider:

- ❖ Married or Single
- ❖ Children
- ❖ Parental Care
- ❖ Faith Commitments
- ❖ Dating
- ❖ Hobbies
- ❖ Educational Goals
- ❖ Career Advancement
- ❖ Business Start-Up

This is just a short list of things you may want to consider as you think about and decide what is on your life for where your priorities lie and what you want to be, have, or do with the 24-hours of each day.

Work-Life Balance Planner

This planner is a four-week plan for you to use to begin creating a work-life plan to structure your world. It will be helpful to buy a new journal to help you process your thinking

Week One –Living Life Authentically

Take this week and consider who you really are and if you are living your life true to yourself. As you are thinking ask yourself three questions. What am I doing in my life simply to please others? What expectations have I placed on my life, spouse, career, childrearing or on being me

that do not satisfy or build up my sense of confidence or self-worth. And lastly; how are these factors showing up in my everyday world?

Week Two What are my priorities?

So, many times in life we are pushed into making other people's priorities our own. It makes me think of the old statement "A lack of preparation on your part does not create an emergency on mine". In our world it is becoming more prevalent to focus on pushing ourselves to think like everyone else. There is only one problem with that; we can only be happy being true to what we think and feel. Consider the following this week. Are the things I think of as priorities really very important to me. How can I support someone I loves priorities without making them mine? What is important to me and how is that showing up in my world?

Week Three Starting to Build the Foundation

The first two weeks you were laying the foundation for your structure now it is time to start formulating one. Make a list for each of the following areas in your life. What does this look like in your world what do you consider important for each are and how are you putting into practice now. Self-care, relationships with adults such as your spouse, significant other, friends and family. What do you do with your children/ How do you keep yourself accountable to your goals? What societal issues are important to you and how do you volunteer or show up to participate in them. Once you have created a list of what you actually do. Then, make a list of what you wish you could do. What you wish you could do may not be entirely realistic. However, if you are doing something you like, but are not passionate about ask yourself if putting down the thing you like is worth passing up on what you're truly passionate about.

Week Four Putting the Structure Together

You now have explored your authenticity, your priorities, and what you are doing and what you would really like to be doing. It is time to create a basic plan for starting to build your structure. I say starting to build because your work-life structure will shift and change over time. We move across the country for a new job. Move into that house we have always wanted. Or even get married. Each of the life occurrences require us to shift our work-life structure.

Using a clear space, a variety of 3-colored sticky notes and your list from each week. Write down all the things that are currently doing, those you want to do, and those which may be future goals. One color for each week. Once they are up Use jumbo index cards and write on them. Must do and participate in. Must consider more carefully. Not ever doing again. Then over the course of the week look at the notes and move them into the proper place. At the end of the week get rid of all the last category. Use the other two to work at and plan to do more of the first while making some time for the other.

Work-Life Balance Resource List

Work-Life Balance is easier once you have read about it a little more. Here are some of my blog posts and a few articles I love that speak on a variety of work-life balance issues.

Believe in Parenting Blog-Date Night the Foundation of Your Family

<https://beliefinparenting.blogspot.com/2018/06/new-moms-and-dads-date-night-ideas-for.html>

Believe in Parenting Blog-New Mom's Getting Ready for Work-Life Balance

<https://beliefinparenting.blogspot.com/2018/06/new-moms-and-dads-date-night-ideas-for.html>

American Management Association-The Problem with Work/Life Balance

<https://www.amanet.org/articles/the-problem-with-work/life-balance/>

Business News Daily-8 Ways to Improve your Work-Life Balance Today

<https://www.businessnewsdaily.com/5244-improve-work-life-balance-today.html>

Harvard Business Review-Be a Better Leader: Have A Richer Life

<https://hbr.org/2008/04/be-a-better-leader-have-a-richer-life>

Harvard Business Review In Praise of Being Unproductive

<https://hbr.org/2019/09/in-praise-of-being-unproductive>



Work-Life Balance Checklist



This checklist is a series of questions designed to help you think about work/life balance and then use the answers to set-up a life that sets your priorities, authenticity, and all of your life's role in preceptive to create for yourself the balance you are looking for in your life.

❖ Priorities

- What are your priorities?
- What are God's priorities for you?
- How do your priorities and God's align?
- Are there any priorities that you feel are out of line or a hinderance to you fulfilling God's plans?

❖ Authenticity

- What are your beliefs"
- How do those beliefs manifest in your thinking, feelings, words, actions?
- In what way does your beliefs dictate your decisions?
- How do your beliefs, decisions, and being authentic align?

❖ Self-care

- Where are you on your priority list?
- Does that reflect how you are to love yourself before you can love others?
- What is one activity you do to take care of your physical, mental, and spiritual health on a daily, weekly, and monthly basis?

❖ Martial Care

- Are you placing your spousal relationship near the top of your list?
- Do you see your marriage as the foundation of your family?
- What time and attention are you giving to your spousal relationship?

- Do you take a date night once a week? Do you take a couple's weekend once a quarter?
- ❖ Family Care
 - Which is your priority work or family?
 - How can you put your family first and still excel at work?
 - What can you do to be there consistently in your children's everyday world?
 - Are you involved in your children's extra-curricular activities?
 - How do you show your children that their education is important to you?
 - What do you do and not just say to your children to show them they are important?
- ❖ Work
 - How do you give work priority while also keeping your family as a more important one?
 - What work policies are in place at your place of employ that encourage family as a priority?
 - Are you a supervisor how can you support your team in putting family first?
 - What strategies can you find to encourage company policy and family/life balance?
 - What does work/life balance mean to you?

