



# **Balancing Life and Work**

Personal Development Series:  
Part II

Oklahoma Department of Corrections

2016

# Course Information

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- ▶ Course author and date: Pam Ferguson; August 12, 2008
  - ▶ Annual reviewer and date: Scott Magoon, Feb 2016; Terri Vogt, 7MAR2016
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# Data Sources:

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- ▶ *675 Ways to Develop Yourself and Your People*, Laurel Alexander, 2007
- ▶ *Coaching for Results*, Donna Berry et al., 1995, HRD Press, Inc. Amherst, MA

## Websites:

- ▶ OECD Better Life Index: <http://www.oecdbetterlifeindex.org/topics/life-satisfaction/>
  - ▶ 2014 Gallup Healthways Well-Being Index: <http://www.businessinsider.com/gallup-healthways-well-being-index-2014-2015-2>
  - ▶ Wikipedia, Work-Life Balance: [https://en.wikipedia.org/wiki/Work%E2%80%93life\\_balance](https://en.wikipedia.org/wiki/Work%E2%80%93life_balance)
  - ▶ TCG The Creative Group: [www.Quote-ID.com](http://www.Quote-ID.com)
  - ▶ The Net-Working Parents: <http://wezandtreshawallace.com/the-harmful-effects-of-poor-work-life-balance/>
  - ▶ The Start of Happiness Website: <http://www.startofhappiness.com/wheel-of-life-a-self-assessment-tool>
  - ▶ <http://wellmd.stanford.edu/content/dam/sm/wellmd/documents/Life-balance-tools.pdf>
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# Performance Objectives:

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- ▶ Define what life balance means for you.
- ▶ Define the four aspects of your life that need attention.
- ▶ Use a “wheel of life” to visualize your work-life balance
- ▶ Develop an action plan for creating a balance between life and work.

***Note: Please be sure to download and print out the attachments for your personal work.***

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# Facts:

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- ▶ There is more to life than work.
- ▶ Eight-hour days are things of the past.
  - ▶ Many of us spend 10-14 hours a day both working and commuting.
  - ▶ That doesn't leave much time for anything else, does it?



# Work Life Balance

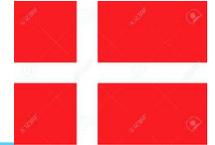
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According to the OECD Better Life Index, people in the United States are less satisfied with their lives than the average...

Life Satisfaction Rankings--  
*From 37 countries ranked*

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Denmark  
(#1)



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Norway  
(#4)



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Australia  
(#10)



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United States  
(#12)



# Work Life Balance and American Culture

- ▶ Americans spend more time at work and less time at play than many other nations based on the data from the OECD Better Life Index.
- ▶ We also have higher disposable incomes than most other countries. The United States ranks #1 in income.
- ▶ So what's the point?
  - ▶ In comparing U.S. statistics to those from other countries, we may conclude that our society puts great value on work time; which in turn, causes imbalance in other areas of life.
  - ▶ According to the 2014 Gallup Healthways Well-Being Index, Alaska, Hawaii, South Dakota and Wyoming rank as the happiest three states in the U.S. Oklahoma ranks 39<sup>th</sup> according to the index.



# What is work/life balance?

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- ▶ **Work–life balance** is a concept including proper prioritizing between "**work**" (career and ambition) and "**lifestyle**" (health, pleasure, leisure, family and spiritual development/meditation).



Wikipedia, Work-Life Balance:

[https://en.wikipedia.org/wiki/Work%E2%80%93life\\_balance](https://en.wikipedia.org/wiki/Work%E2%80%93life_balance)

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# What is work/life balance?

Equal balance between work and personal activities?

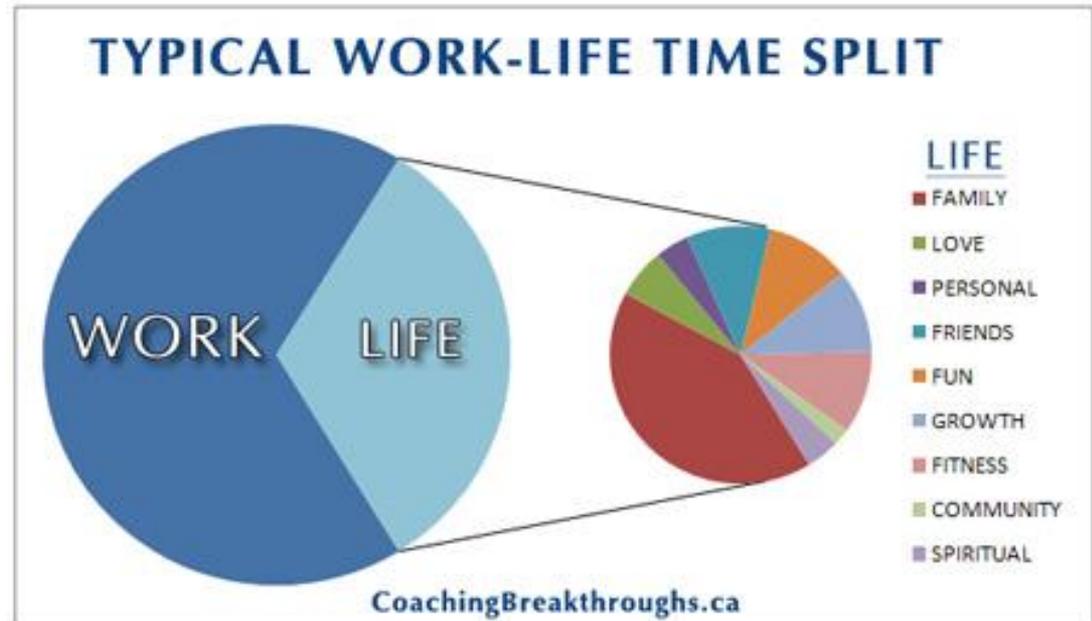
Is it the same for everyone?

Varies from individual to individual and varies over time on a daily basis as well over different phases of life.

There is no perfect, one-size fits all solution.

The best work-life balance is different for each of us because we all have different priorities and different lives.

Work/life balance is defined as a satisfactory level of involvement between the multiple roles in a person's life



# Why is Work-Life Balance Good for Business?

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“Companies today cannot afford to ignore the issue of work/life balance. Providing employees the flexibility to address personal commitments, without compromising the needs of the business, can make the difference between a good working environment and a great one.”

*Diane Domeyer*

*Executive Director*

*TCG The Creative Group*

*[www.Quote-ID.com](http://www.Quote-ID.com)*

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# Results of Poor Work-Life

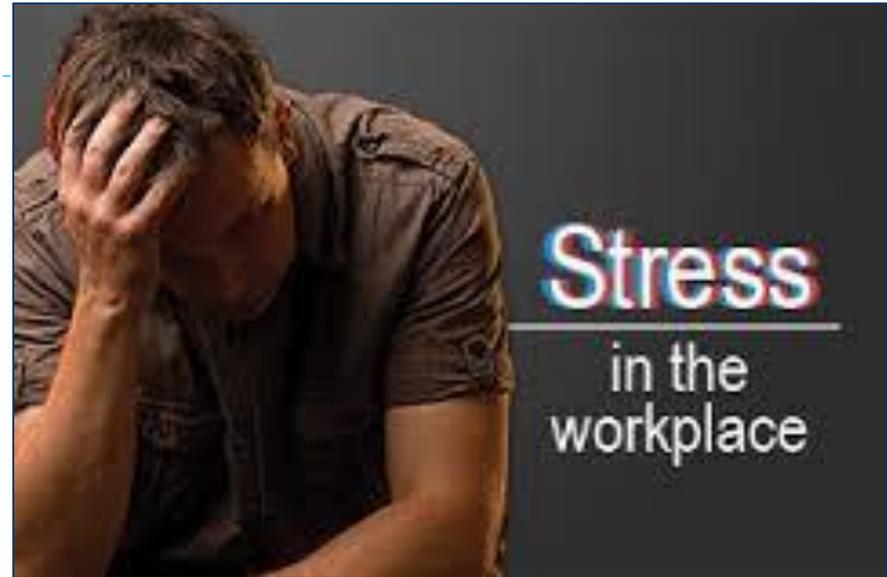
## Balance:

### Costs to Employers:

Employers are becoming increasingly aware of the cost implications associated with over-worked employees such as:

- ▶ Operating and productivity costs
- ▶ Absenteeism
- ▶ Punctuality
- ▶ Loyalty
- ▶ Turnover
- ▶ Profit
- ▶ Low-morale

<http://wezandtreshawallace.com/the-harmful-effects-of-poor-work-life-balance/>



# Results of Poor Work-Life Balance:

## Costs to Employees:

- ❑ Overtime resulting in less time to spend with family and attend to personal, financial or medical needs.
- ❑ Employees having to take time off due to attend to emergency or immediate care issues for dependents (children and/or elderly parents).
- ❑ Health related issues:
  - Poor digestion / diet
  - Sleep disorders (esp. if shift changes frequently)
  - Depression/exhaustion
- ❑ High levels of employee stress causes:
  - Absenteeism or staff illness
  - Psychosomatic ailments
  - Staff turnover
  - Conflicts at work/home





# Is your life out of balance?

- ▶ Do you spend more time at work than you would like?
- ▶ Do you concentrate too much on meeting everyone else's needs?
- ▶ How do your own needs get met?



# Finding Balance in Your Life:

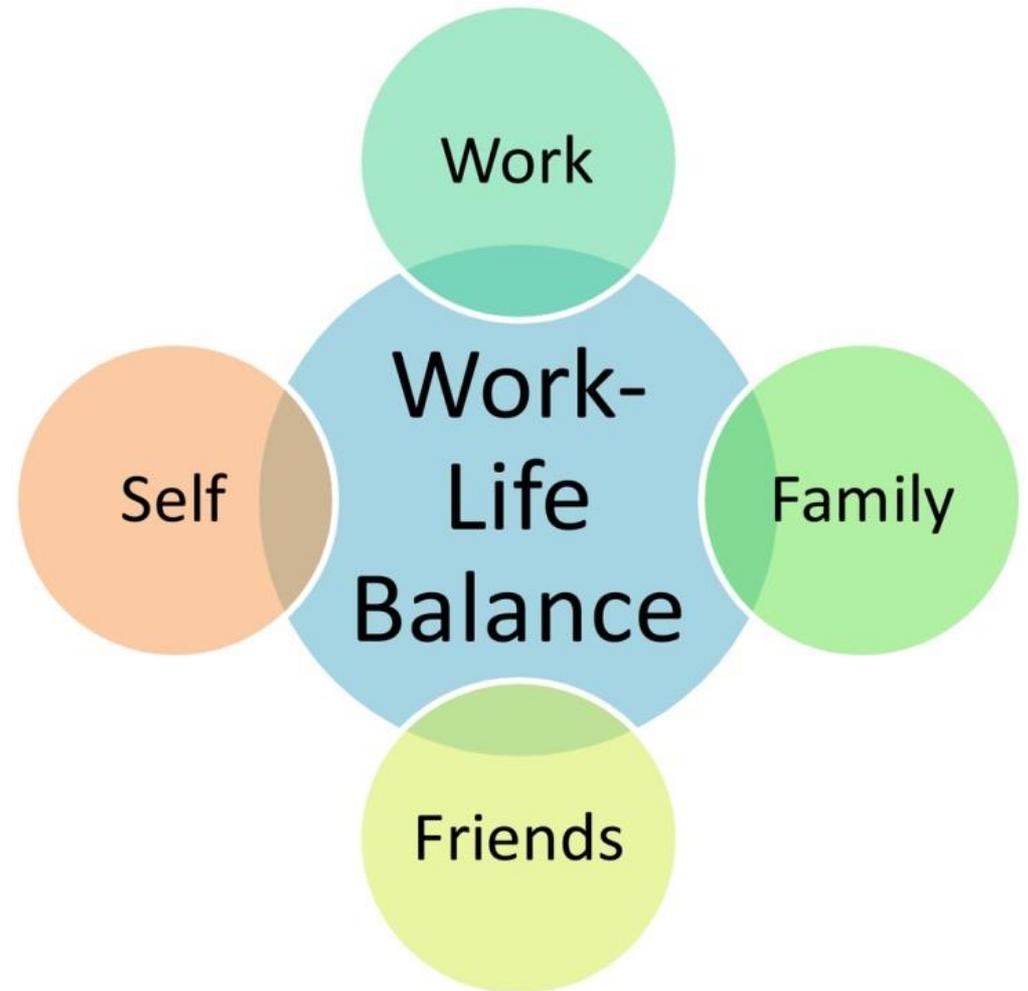
- ▶ Finding and maintaining a comfortable balance in life is a challenge.
- ▶ You probably direct so much time and attention on work that you sacrifice other areas of your life.
- ▶ Think of balance as paying attention to every area of your life on a regular basis.
- ▶ You must attend to your multidimensional self so that you can make conscious choices about how you spend your time and energy at work and in life.



# Finding Balance in Your Life:

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- ❑ Paying too little attention to any one of these dimensions will create the feeling of being out of sync with yourself.
- ❑ It is essential that you find the right mix of priorities and actions for creating a balance between life and work.
- ❑ When you are in balance, you are more productive.



# Life Balance Assessment

## EXERCISE:

- ▶ Go to the attached course materials page labeled “Personal Life Balance Assessment.”
- ▶ Take a few minutes to assess your life balance, then go to the next screen



# Seeking Balance in Your Life

Based on your life balance assessment, consider the following actions for seeking balance in these four aspects of your life--

Physical

Emotional

Mental

Spiritual

# Four Aspects of Living

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Balancing these four aspects of your life can be a challenge:

- ▶ *The physical*
- ▶ *The mental*
- ▶ *The emotional*
- ▶ *The spiritual*



# Nutrition

## Seeking Balance

### Your physical self in life:

- ▶ Exercise
- ▶ Rest and relax your body
- ▶ Get the appropriate amount of sleep you need.
- ▶ Eat nutritious foods.
- ▶ Refrain from smoking.
- ▶ If you drink alcohol, do so in moderation.



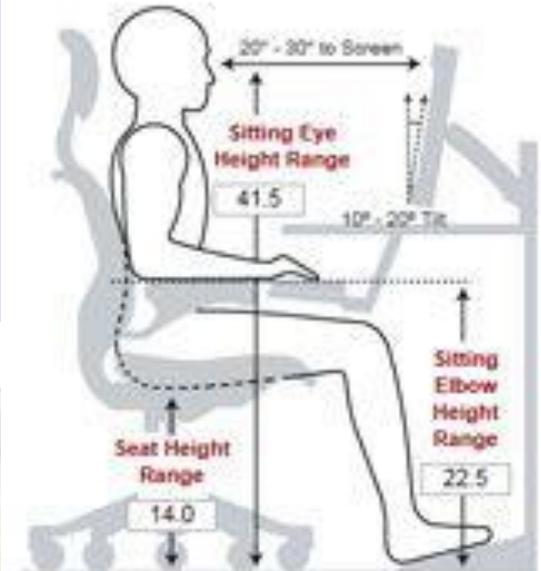
# Seeking Balance

## Your physical self at work:

- ▶ Take frequent breaks
- ▶ If you find you are sitting down a lot, stand up and move around about every 15 minutes.
- ▶ If you're on your feet, wear comfortable shoes, stretch your back and legs, and sit down every once in a while.
- ▶ Invest in an ergonomically correct work area.
- ▶ Take time for well-balanced meals.



## Try Our Ergonomic Assessment Tool



Ergonomist Approved

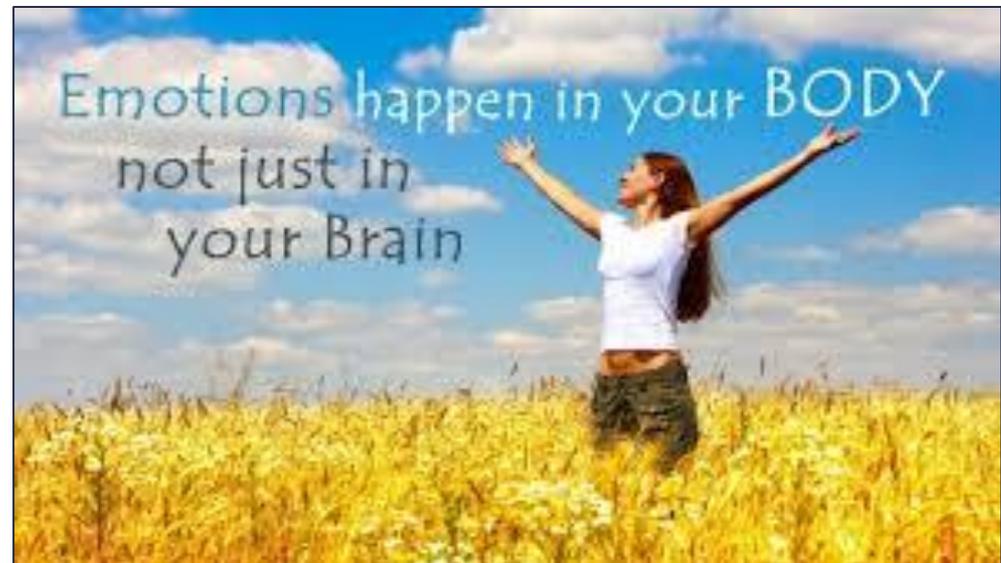
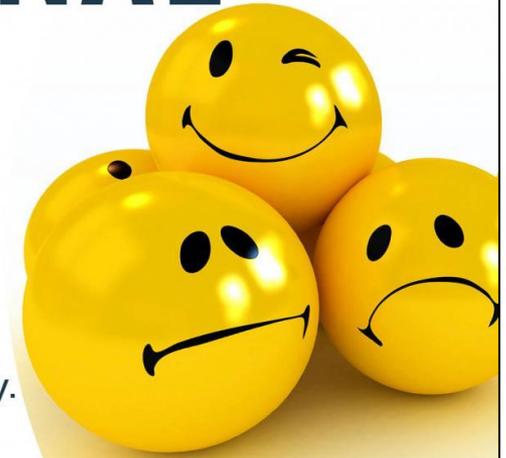
# Seeking Balance

## Your emotional self in life:

- ▶ Take time for yourself daily
- ▶ Meditate, commune with nature, or read inspirational material.
- ▶ Sit and do **nothing**.
- ▶ Become comfortable with who you are outside of your title and occupation.

# EMOTIONAL WELLNESS

Have a positive attitude, high self-esteem, a strong sense of self, and the ability to recognize & share a wide range of feelings with others in a constructive way.





**“Sometimes I wish it were possible to get an emotional massage. A way to work out all the emotional kinks in our lives.”**

**--Unknown**

# **Emotional Health**

- Express Emotions
- Manage Strong Feelings
- Calm Down  
Safety
- Work Through Conflicts
- Take Time to “Decompress”
- Turn to Caregivers When Unsure or Overwhelmed





# Mental Health

How we feel and think is central to the way we live our lives.

Just like our physical health, our mental health can have ups and downs.



## Your mental self in life:

- ▶ Schedule family and personal activities and make it important appointments.
- ▶ Unclutter your home.
- ▶ Let go of perfectionist tendencies about how things should be.
- ▶ Set goals that allow you to discover yourself.
- ▶ Pursue a variety of interests unrelated to work.

## 5 GREAT ways to mental wellbeing

**G**ive something back

**R**elate to other people

**E**xercise your body

**A**ppreciate your world

**T**ry something new

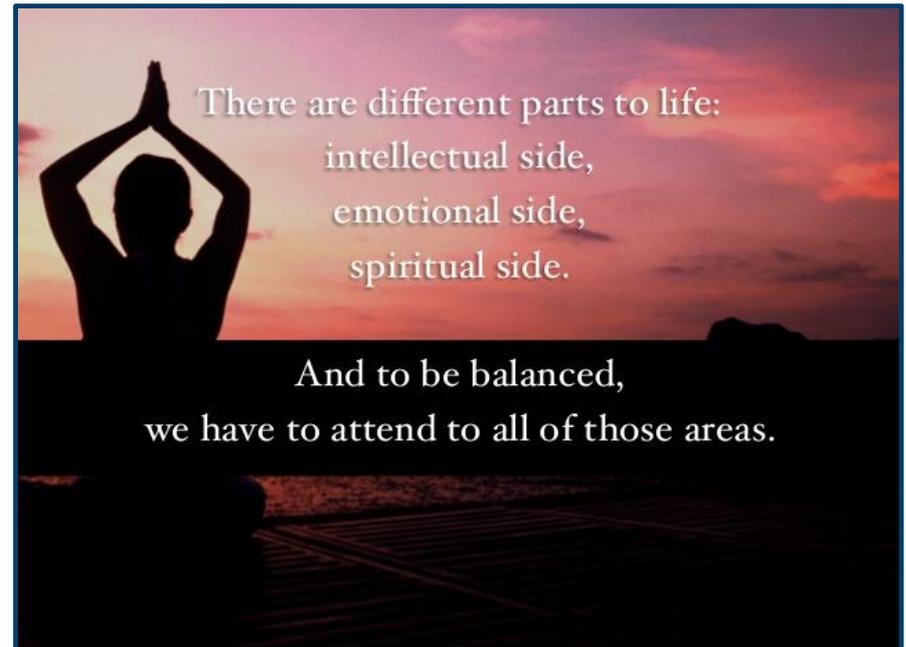
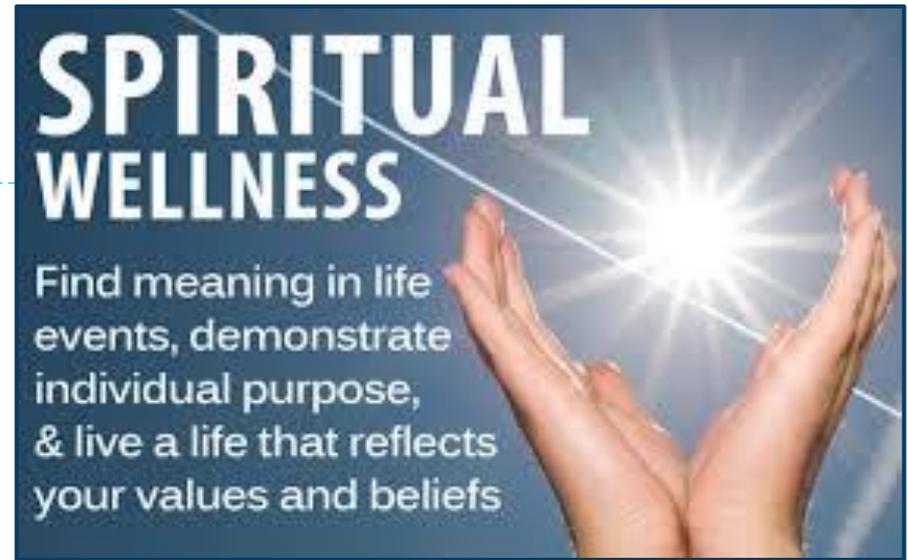


# Seeking Balance

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## Your spiritual self in life:

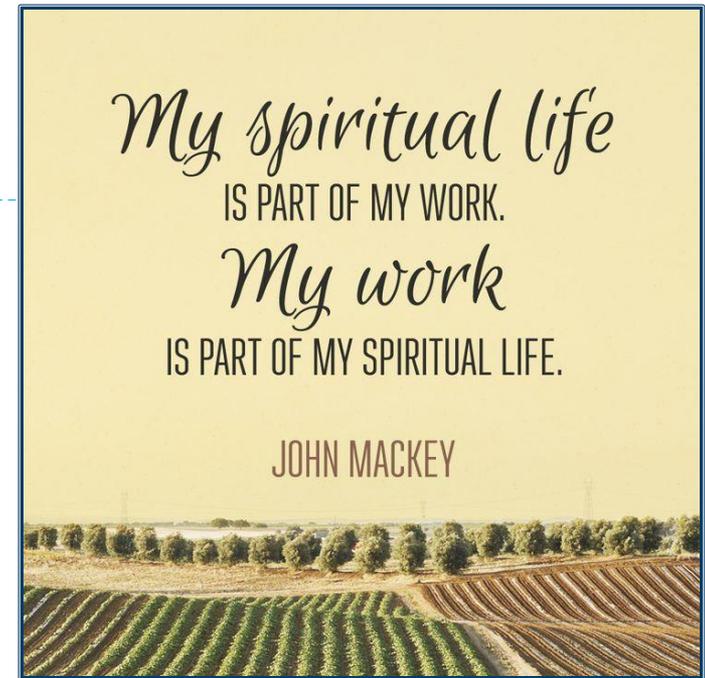
- ▶ Take time for mediation, worship, or what ever you feel brings you peace and alignment with the world and others.
  - ▶ Write a personal mission statement that is aligned with your principles and personal value system; share it with your family.
  - ▶ Celebrate yourself, your family, and your place in the human family.
  - ▶ Give back to your community.
- 



# Seeking Balance

## Your spiritual self at work:

- ▶ Align yourself as truthfully as possible with the organizational direction.
- ▶ Reflect daily on your personal goals and behavior.
- ▶ Consider whether you're on the most appropriate path for you.
- ▶ Determine whether your daily activity is aligned with what you truly want to accomplish.



# Seeking Balance Handouts

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## **NOTE:**

- ▶ All these suggestions can be found in your handout on pages two and three.
- ▶ Keep them handy and use them to help create and enhance your work life balance.



# Tips for Balancing Life and Work

## Make Deliberate Choices About What You Want In Life:

- ▶ Instead of just letting life happen, people who achieve work-life balance make deliberate choices about what they want from life and how they want to spend their time.
- ▶ They talk to their partners, spouses, and others who are important in their lives, and come up with a road map of what is important to them, how they want to spend their time, and commit to following their path.

## Regularly Communicate About What Is Working and What Isn't:

- ▶ Work-life balance going off the rails is usually a result of letting things slide as opposed to any kind of intentional choice.
- ▶ People who are good at staying on track make a conscious choice to continually talk to the important people in their lives about what is working or not, and make decisions to change direction if needed.
- ▶ While life happens and situations change, they avoid ending up in a place they didn't want to be due to drifting along.



# Tips for Balancing Life and Work

## Set Your Own Measures for Success:

- ▶ People who manage work-life balance have developed a strong sense of who they are, their values, and what is important to them.
- ▶ Using this as a guideline for everything they do helps them determine what success means to them. They know what makes them happy and strive to get more of that in their lives.
- ▶ While their time may be seen by others as being skewed towards either work or life, it is what they consider balanced that works for them

## Have Goals Aligned with Pursuing Your Passion:

- ▶ Many people go through life and get caught up in situations and circumstances that end up controlling them. Those that achieve balance have a defined plan around time frames and are willing to make some sacrifices to get what they want in the end.
- ▶ For example, many entrepreneurs typically plan to spend a substantial amount of time in the early part of their businesses.
- ▶ Those that achieve balance down the road see this as a sacrifice that will allow them to spend extra time and energy in other areas they are passionate about once the business is established.

# Tips for Balancing Life and Work

## Turn Off Distractions:

- ▶ People who maintain balance are able to turn off their electronic devices to enjoy quality uninterrupted time doing matters they enjoy. They realize that multitasking is a myth and focus on the task at hand.
- ▶ Having developed the ability to compartmentalize their time, they seek out moments to simply enjoy the experience and savor life.
- ▶ Often they have discovered meditation, music, physical activity, or some other interest that allows them to get away from the pressures of everyday life to relax, rejuvenate, and regenerate themselves.

## Hobbies and Interests Outside of Work



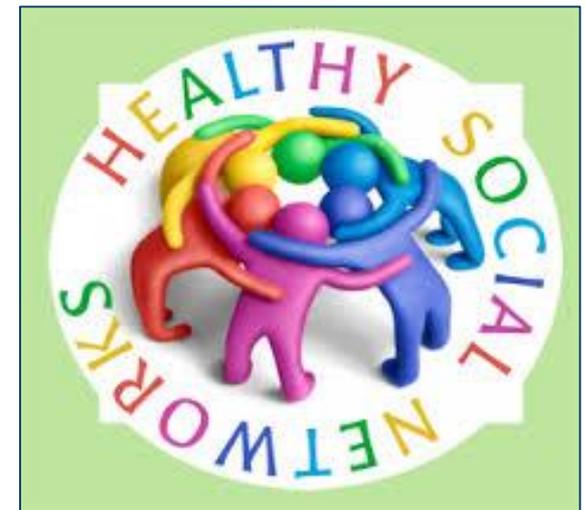
# Tips for Balancing Life and Work

## Develop A Strong Support Network:

- ▶ People who have achieved good balance have a strong support network they can depend upon to help them get through difficult times.
- ▶ They are givers who typically extend themselves to help out in their family circles and communities.
- ▶ They tend to have a variety of interests and are always open to new learning and possibilities.
- ▶ They are curious, open, and want to experience life to the fullest.

## SOCIAL WELLNESS

Build relationships with others, deal with conflict appropriately, and connect to a positive social network



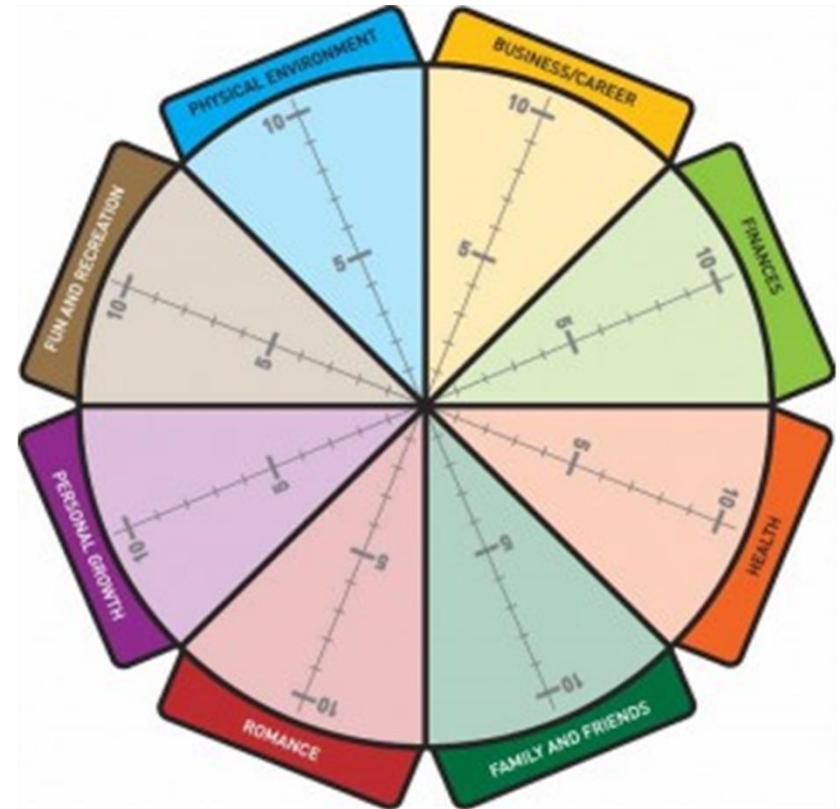
# The Wheel of Life--Activity

## Instructions:

1. Go to the course attachment labeled the “Wheel of Life.”
2. To help you see your balance, identify the different areas of your life – for example, career, family, fun and recreation, romance, and so on.
3. Indicate on the chart to show how much time, in your opinion, you give to each area. See attachment for further instructions.
4. QUESTION: Do you want to change an emphasis?

List some ways you can do this.

For a video tutorial on “How to Complete the Wheel of LIFE” and further instructions go to the website listed below:



<http://wellmd.stanford.edu/content/dam/sm/wellmd/documents/Life-balance-tools.pdf>

# Life-Purpose Questions

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## ▶ **Activity:**

- ▶ Go to the course attachment section labeled “Life-Purpose Questions”
- ▶ What do you need and what do you want?
- ▶ Life-purpose questions are meant to help you assess your personal life goals.
- ▶ As you work through the questions, make some quick notes so you can return later for more thought.



# Action Planning:

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## ▶ **Activity:**

- ▶ Consider developing an action plan. Go to the course attachment page labeled “Action Planning”
- ▶ Based on your answers to the “Life-Purpose Questions” consider what you can do to improve those areas in your action plan over the next 3-6 months and over 1-3 years if it is a long term issue.
- ▶ Once you have an action plan you **MUST** implement it if you want to see actual results.



# Course Review: Self Test

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- ▶ Get out a piece of paper and pen or pencil.
- ▶ Number your paper from 1-5.
- ▶ Record your answer for each question, so you can check your results at the end.

Note: All questions are...



# Self Test Questions:

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1. People work less hours now that ever.

2. There is no need to seek balance, things will work out.

3. Rest and relaxation and eating nutritious foods are essential to your physical self.

4. There are four aspects of living that need your attention: physical, emotional spiritual and mental.

5. Take a break before dealing with an emotionally charged situation to that you can respond in an appropriate manner.

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# Self-Test Answers:

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1. False: Eight hour days are a thing of the past

2. False: It is essential to see balance in your life; especially between work and personal life.

3. True

4. True

5. True

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# Conclusion:

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Work *Life*  
Balance

- ▶ **Congratulations** for completing this course.

