

MAINTAINING A WORK-LIFE BALANCE



Identifying the weight

'Balance' doesn't mean 'equal' - it relates to personal and work priorities. The focus is on where you place the 'weight' of your daily work. A helpful tactic is dedicating allocated diary 'calendar blocks' that address the question of 'what is important to me today?'



Miswanting

Money accounts for 5% of work happiness, yet people 'miswant' possessions over needs e.g. a new car over a sense of community. To reflect on 'why' you work, jot down quickly 20 phrases you associate with your profession. Such 'free association' helps scrutinise your working motives



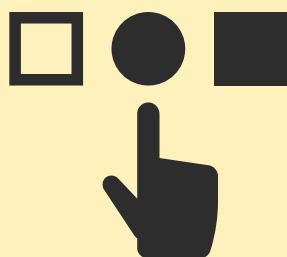
Triggering gesture

A 'triggering gesture' is a 'ritual' to symbolise the end of the work day and create a work-life boundary. These gestures may include writing down the following days objectives or unplugging your PC - all 'signals' to tell yourself the day is done.



Parkinson's Law

This 'law' suggests we will expand our work to fit the time available not the other way around. At the start of the day write down your tasks but allocate set hours against each. Set short time spans (e.g. less than an hour) but work fully throughout that time.



Decision latitude

Latitude is the work choices you have control over. Unfortunately we often attend to things we have little control over. A 'control continuum' may help - draw a line on paper with 'control' at the start and 'cannot control' at the end. Then make a numbered list of activities in your working day and write each number along the continuum in terms of levels of control you have.