

5 Steps To Better Work-Life Balance™

for



Presented by

WorkLife
balance.com

The Leader in Dual
Purpose Learning

5 Steps to Better Work-Life BalanceSM

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5 Steps to Better Work-Life BalanceSM

Leadership Success in Work and Life

Agenda

A. The Big Picture - Leader's View

1. Work-Life Defined. What it means; what it doesn't mean; how it changes.
2. Individual responsibility & accountability. The best work-life balance is different for each of us and varies over time.

B. Step 1 - Way of Life Goals, An Overview

1. Avoiding the "As Soon As Trap"
2. Achievement and Enjoyment on and off the job

C. TAP[®] – The Relationship Step – More Positive Balance in Every Relationship

1. Thinking Steps that Lead to Action
 2. The Difference between a Date and a Meeting
 3. Reducing Stress and keeping things from falling through the cracks.
 4. Multi-Tasking vs. Multi-Peopling – People are not tasks
 5. TAP Family – Friends – Self – Internal/External Customers
- Examples - Individual Application - Group Discussion and Questions

D. AM & PM[®] – The Focusing Step

1. Reducing the stress from constant interruptions, distractions and change
2. Taking control of the present - Achieving and Enjoying fully right now
2. The ultimate “quality time” tool – Great value from short interactions

E. Questions, Feedback

F. Process and Attitude - Why Both Are Essential

The Big Picture™
Why Work-Life Balance?

What Work-Life Balance Is
What It Is Not

We are all motivated to take a job and to EXCEL in that job by MORE than just one area of our life.

Friends

Self



Family

Work

Individual commitment, discretionary effort and excellence on the job multiply when co-workers - managers - link to each person's work and life motivators.

The explosion of alternatives has led to . . .



1970's and 1980's



1990's

The Choice Challenge



- Today, creating value and balance is a challenging personal responsibility.

"Genius is in the ability to sort to essentials and make the complicated simple."

The 5 Step Process

1. Goal Step - Way of Life Goals

Friends

Self



Family

Work



2. Relationship Step- TAP™ 3. Project Step- PATH™



4. Commitment Step - WIN™

5. Focusing Step - AM & PM™

What Work LifeBalance Is - What It is Not

Work-Life Balance does not mean and equal balance.

The best work-life balance is different for each of us.

Your best individual work-life balance will vary over time, often on a daily basis.

Determining and creating a positive work-life balance is our individual responsibility.

Way of Life Goals are ways of living every single day.

Way of Life Goals center on two key concepts:

A _____

&

E _____

A & E Goals help to zoom out and answer the question "Why"?

Why do you and those you care about want:

- A better income?
- A new house?
- The kids through college?
- To do a good job today?
- To come to work at all?

Too many of us are caught in the

As Soon As Trap

- Achievement and Enjoyment, both are necessary
- We all share them as purposes for the journey
- As we've seen, events, stresses, project priorities will change often and quickly in our lives.
- To avoid the As Soon as Trap, Achievement and Enjoyment should stay predictably consistent every day.

Work-Life Balance Definition

Meaningful daily

_____ and _____

in each of my four life quadrants: work, family, friends and self.

Step 2
The Relationship Step

TAP™

Step 4
The Commitment Step

WIN™

- The happiest, most successful people only have 24 hours in their daily equations.
- All the specifics of how we spend our time can be sorted into three life functions.
- Accomplishing your Way of Life Goals of Achievement and Enjoyment depends on how you balance your time between the three life functions.

TAP™ Stands For

T = _____

A = _____

P = _____

- You are out of balance when you significantly neglect one or more of the TAP™ Functions.
- It's vital to be clear on what specific activities you identify as Think, Act, or Play.

A Meeting Versus A Date

- A Meeting is _____ with
_____.
- A Date is _____ with
_____.

Too many of us stop dating after we settle into a relationship.

All couple time becomes meeting time!

Meetings are important—but Action can't substitute for Play.

Are you still

or are you just having

?

A Date vs. a Meeting applies to much more than just romantic relationships.

You can use the distinction with:

- Your boss
- Your co-workers
- Your customers
- Your children
- Your friends
- Yourself

The way to put together your Big Picture™ is by connecting
ONE piece at a time.

There is *always* a Face on your Watch.

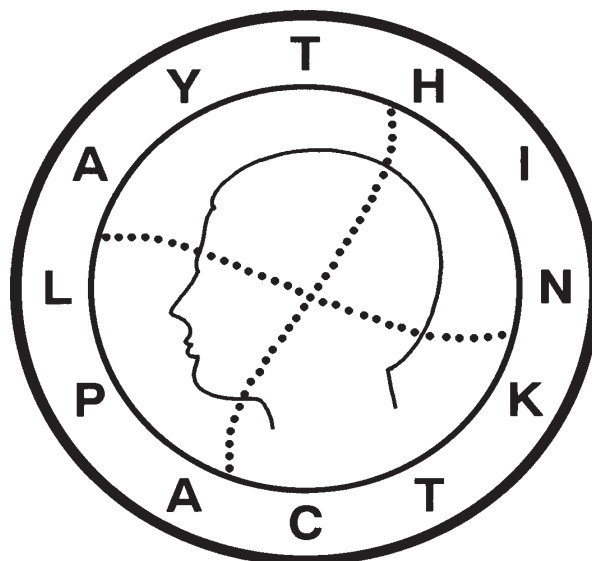
Whatever you are doing, you are doing it for someone:

- Your customer
- Your boss
- The next department
- Your spouse
- Your child
- Yourself

The TAP Process™

1. Put _____ Face on your Balance Watch™.
2. Determine whether you've been Thinking, Acting, or Playing enough in this relationship.
3. Decide if that's OK in light of your Way of Life Goals.
4. _____ which TAP™ Function to emphasize in this relationship now.
5. Choose the specific alternative to improve your Thinking, Action, or Play, and WIN™ with it in your calendar.

1. Put one Face on your Watch. _____ Amanda _____ (Example)



2. Determine whether you've been Thinking, Acting, or Playing enough in this relationship.

Thinking

Yes / No

Acting

Yes / No

Playing

Yes / No

3. Decide if that's OK.

Yes / No

4. Pre-determine which TAP™ Function to emphasize in this relationship now.

Think / Act / Play

5. Choose a specific alternative to improve your Thinking, Action, or Play, and WIN™ (Write It Now) in your calendar.

Playtime with Amanda Sunday night

- We all have good ideas all the time. But just thinking through to a good decision is not enough.
- You need to connect that decision to a point in time when you will *act* on it.
- You do that by writing it down at a specific time on a specific day.
- Thinking without making that connection in time, is a waste of time.

You make a _____ in _____
with the important individuals in your life—business and
personal—by writing a specific activity in your calendar at a
specific time.

You WIN!

Whenever you decide or agree that you need to do something

W _____

I _____

N _____

in your calendar on the daily page for the date you intend to do
it.

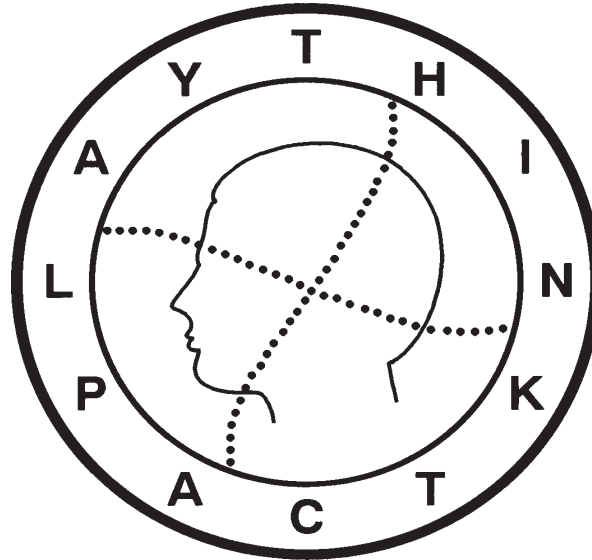
Individual TAP™—TAP a Person in Two to Four Quadrants One at a time - then WIN!

Work - Family - Friends - Self

Complete the steps on the pages provided to Achieve and
Enjoy more fully in your Work, Family, Friends &
Community and Self Quadrants.

Family

1. Put one Face on your Watch. _____



2. Determine whether you've been Thinking, Acting, or Playing enough in this relationship.

Thinking Yes / No

Acting Yes / No

Playing Yes / No

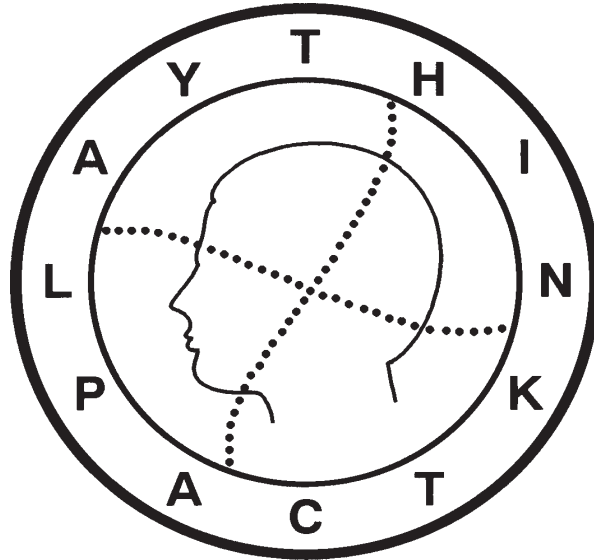
3. Decide if that's OK. Yes / No

4. Pre-determine which TAP™ Function to emphasize in this relationship now. Think / Act / Play

5. Choose a specific alternative to improve your Thinking, Action, or Play, and WIN™ (Write It Now) in your calendar.

Friends & Community

1. Put one Face on your Watch. _____



2. Determine whether you've been Thinking, Acting, or Playing enough in this relationship.

Thinking Yes / No

Acting Yes / No

Playing Yes / No

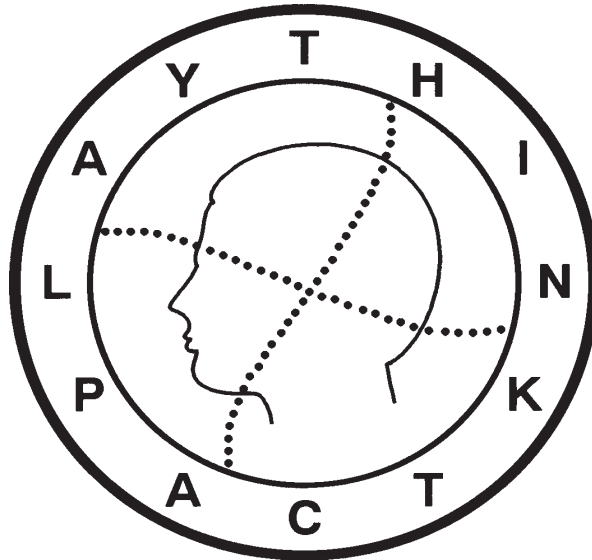
3. Decide if that's OK. Yes / No

4. Pre-determine which TAP™ Function to emphasize in this relationship now. Think / Act / Play

5. Choose a specific alternative to improve your Thinking, Action, or Play, and WIN™ (Write It Now) in your calendar.

Self

1. Put one Face on your Watch. _____



2. Determine whether you've been Thinking, Acting, or Playing enough in this relationship.

Thinking Yes / No

Acting Yes / No

Playing Yes / No

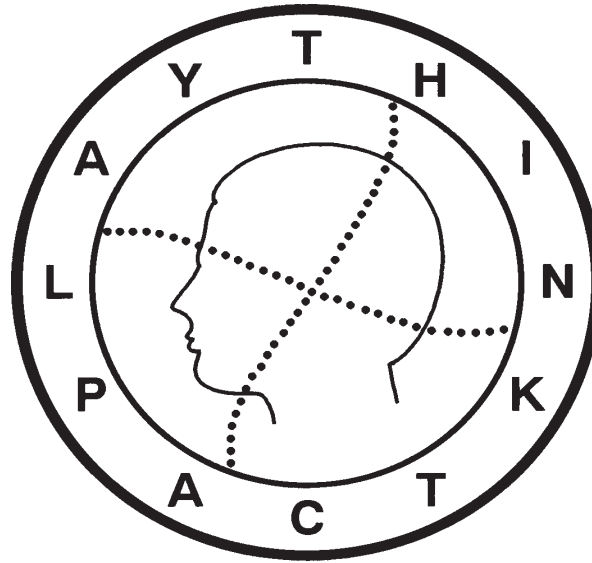
3. Decide if that's OK. Yes / No

4. Pre-determine which TAP™ Function to emphasize in this relationship now. Think / Act / Play

5. Choose a specific alternative to improve your Thinking, Action, or Play, and WIN™ (Write It Now) in your calendar.

Work

1. Put one Face on your Watch. _____



2. Determine whether you've been Thinking, Acting, or Playing enough in this relationship.

Thinking Yes / No

Acting Yes / No

Playing Yes / No

3. Decide if that's OK. Yes / No

4. Pre-determine which TAP™ Function to emphasize in this relationship now. Think / Act / Play

5. Choose a specific alternative to improve your Thinking, Action, or Play, and WIN™ (Write It Now) in your calendar.

Step 5
The Focusing Step™

AM & PM™

The Focusing Tool™

Focus on Your

A.M. — _____ of the _____

&

P. M. — _____ of the _____

Too often, we shortchange the present by worrying about the past or the future.

Life is a constant series of "nows". When you shortchange the present, you are shortchanging your life.

- Everyone you come in contact with wants to be your person of the moment.
- When you choose to be with a person, fully focus on your chosen Person of the Moment and Activity of the Moment.
- Your Person of the Moment will feel like a King or Queen!
- That's why the ability to focus is such a powerful personal characteristic.

- Every successful Big Picture™ is based on:

1. A clear, workable _____

2. A positive _____

One won't work without the other.

We Revitalize Your People They Energize Your Organization

Our Leadership, Work-Life Balance, Time and Stress Management Training provide skills that are unique in simultaneously addressing mission critical organizational issues and individual work and life balance needs.

Programs are designed for organizations that want to improve the relationship and project productivity of all their key people, and who recognize that individuals who manage their whole lives well are much more productive in both their personal and professional pursuits.

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