

## **Work- life integration:**

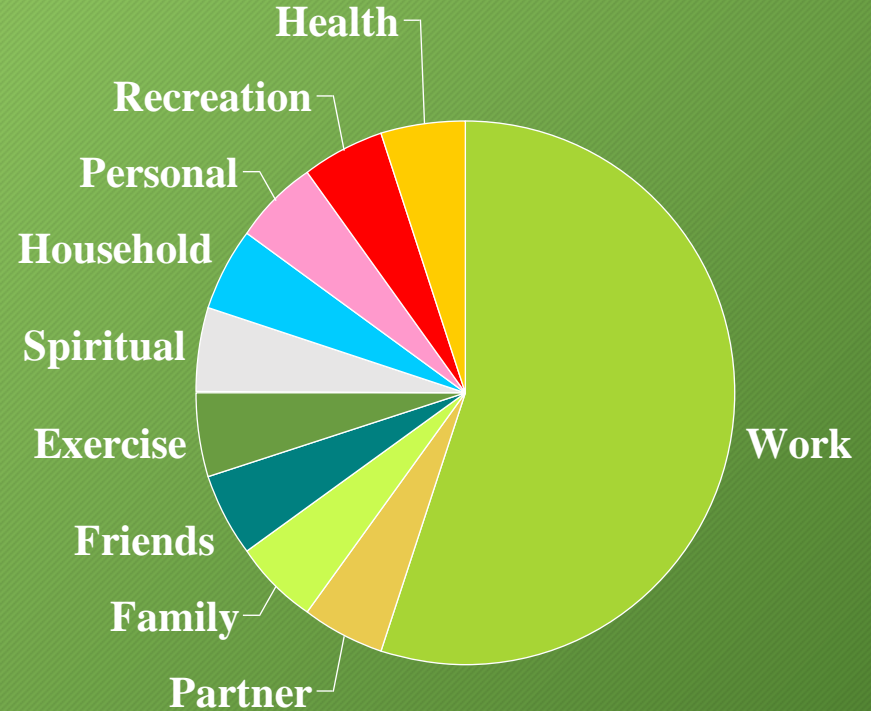
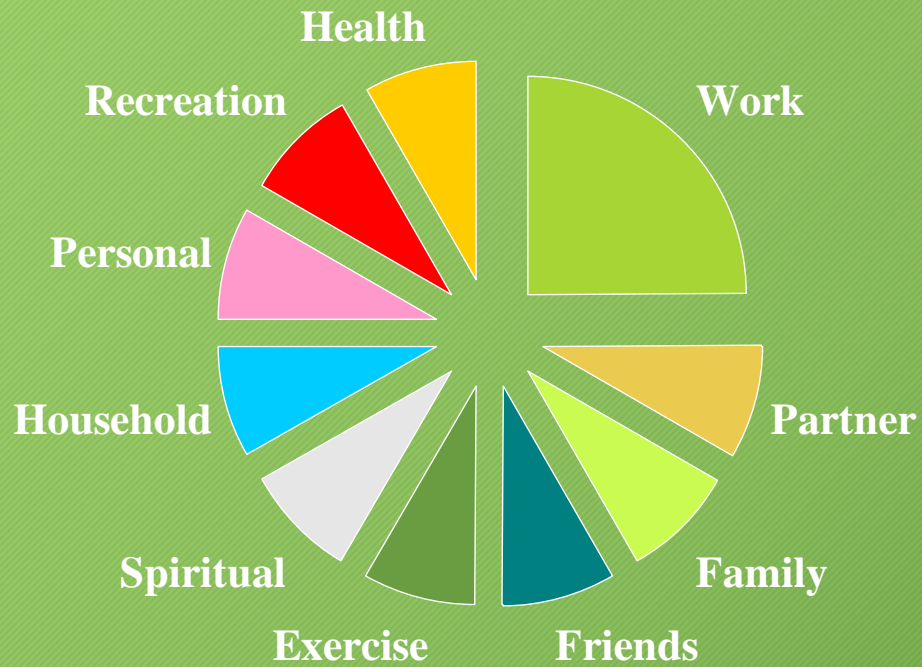
Darshana Shah, PhD.  
Professor of Pathology,  
Founding, Editor-in-Chief  
Associate Dean, Office of Faculty Advancement  
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# Work-life balance to Work -Life Integration

- Define Work-life balance
- Understand why balance is important
- Explore ways to promote work-life integration

# Work/Life Balance

Term coined in 1986



# Work-Life Balance = Integration

Work



Life/Family

## **From Work-Life Balance to Work-Life Integration— The New Way Forward**

- **A self defined, self determined state of well being that a person can reach, or can set a goal, that allows them to manage effectively multiple responsibilities at work, at home, and in their community**
- **It supports physical, emotional family and community health and does so without grief , stress or negative impact.**

# “Work vs Life, Forget About Balance - You Have to Make Choices”

*Ted Prodromou*

What's important to you?  
What are your work/life goals?

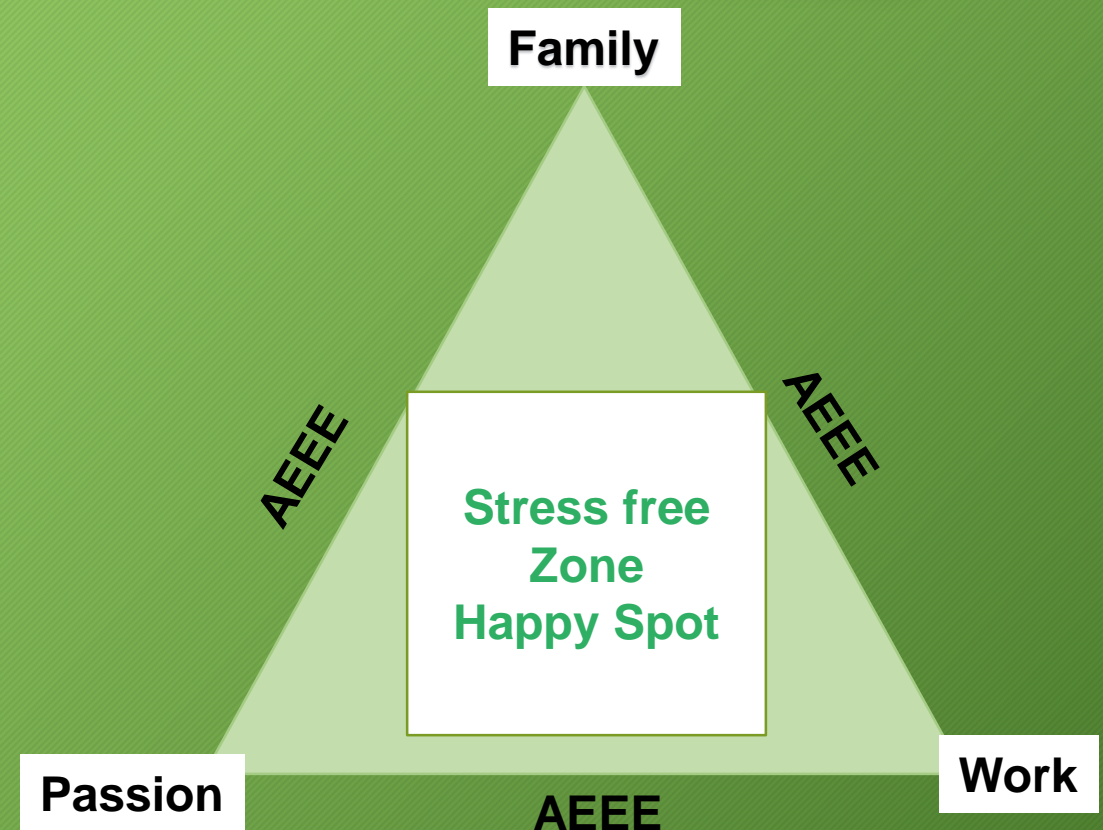
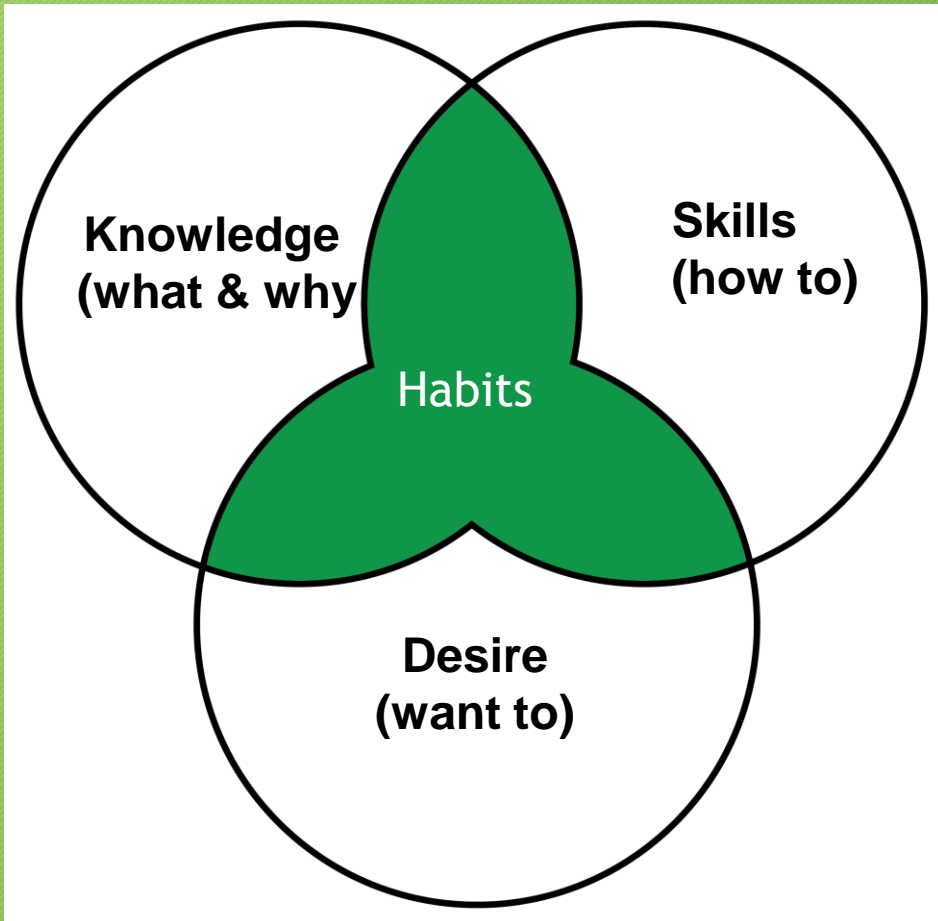


# Strive for work-life effectiveness—not balance.

- **Define success in all categories of your life.**
- **Maintain control:**
  - Researchers suggest that people may experience high stress when they feel out of control
- **Defining Success for Yourself**
- **Managing Technology**
- **No one can do it alone**
  - Building Support Networks
  - Collaborating with Your Partner
- **Life happens.**

<https://hbr.org/2014/03/manage-your-work-manage-your-life>

# Work-Life Integration



Attitude, Energy, Efforts and Enthusiasm



## 2 mins – Self Test

- Value work sheet

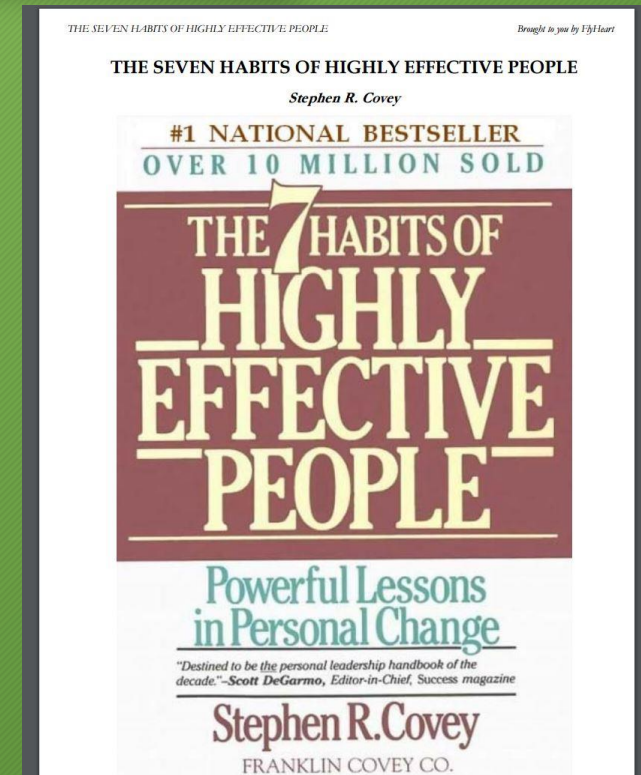




Strategies for work/life integration

# Time quadrant “Covey Concept”

- Make a list of at least 10 tasks, responsibilities, jobs, projects etc. that you are currently doing/committed to or involved with.....



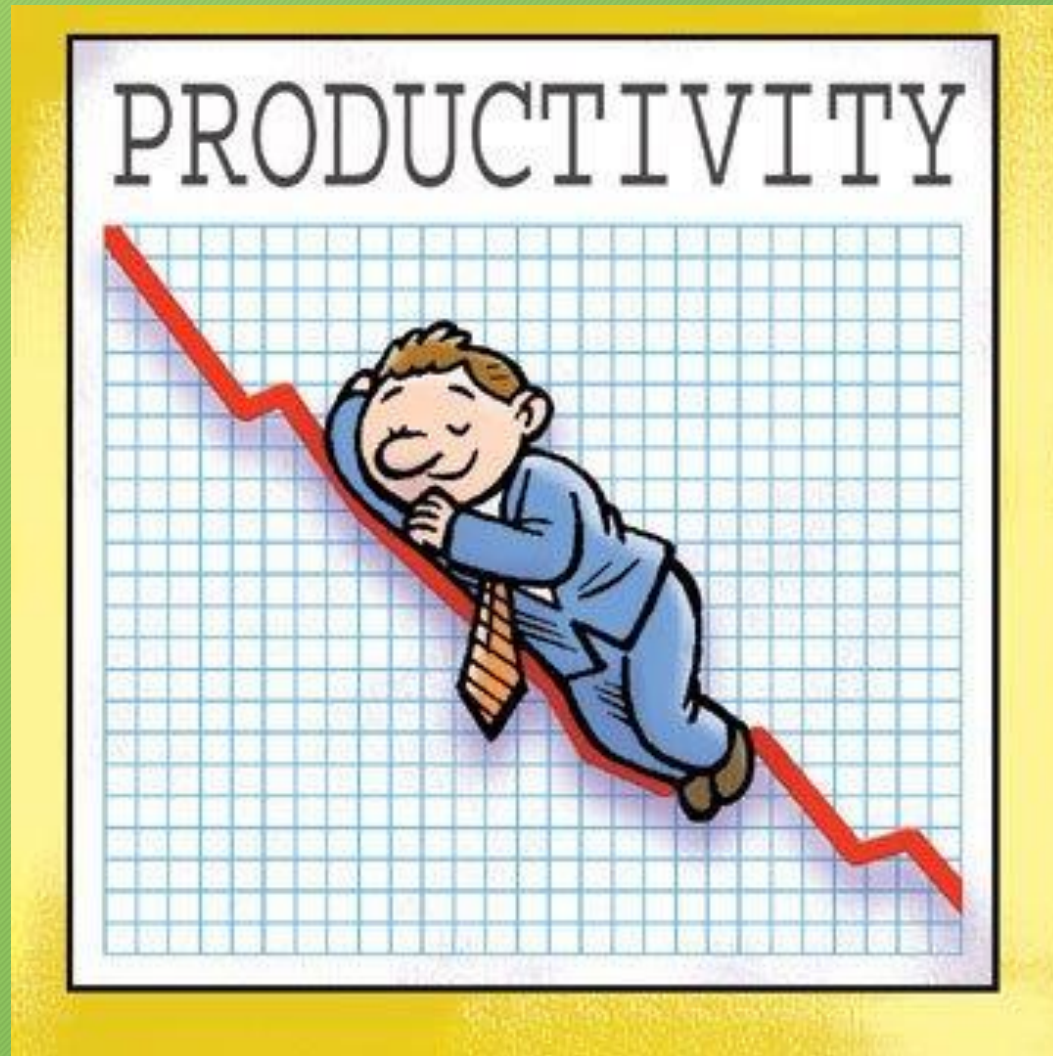
# Priority Management Matrix

	Urgent	Not Urgent
Important	1	2
Not Important	<u>Activities</u> 3	<u>Activities:</u> 4

# The Time Quadrant

	<u>Urgent</u>	Not Urgent
Important	<p>Crises Deadline-driven projects Pressing Problems</p> <p><b><u>Necessity</u></b></p>	<p>Planning/ Preparation Exercise True recreation/ relaxation Building relationship</p> <p><b><u>Productivity</u></b></p>
Not Important	<p>Some phone calls Some emails interruption Other people's problem Some Meetings</p> <p><b><u>Deception</u></b></p>	<p><i>Busy work</i> <i>Junk Mail</i> <i>Time wasters</i> <i>Escape activities</i></p> <p><b><i>Waste</i></b></p>

# What's First?



# Productivity

- **Organization is a major factor in productivity and efficiency.**
- **It has been proven that daily scheduling can improve productivity**
- **Schedule One Thing You Look Forward to Each Day**
- **Take advantage of high and low energy periods.**



# Learn How to Say "No"



- Don't accept every request that comes your way.
- If it doesn't fit into your schedule or align with your priorities, don't overwhelm yourself by taking on more.
- Listen very carefully to what is being asked of you (clarify if necessary by asking questions).
- Give the reasons why you cannot do what they ask (show them your priorities, visually).
- Offer alternatives; suggest or refer them to someone or somewhere else. Demonstrate your willingness to assist in meeting their needs.

# Daily To-Do Lists

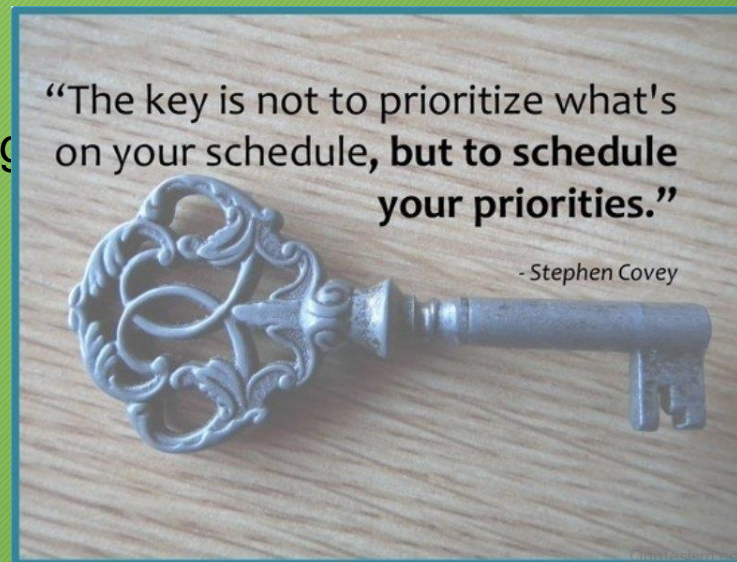
- Make one list and do not use scraps of paper.
- Consider everything: routine tasks, activities, anticipated projects, unexpected events.
- Predict the time each task will take
- Break large items down so they are manageable



# Priority Setting/Scheduling

## *Methods of Prioritization*

- Covey Concept
  - What is urgent and important?
  - What is the highest return on your time investment?
  
- A. Must be done today
- B. Must be done within the next 5 working days
- C. When time permits.



Do You Know Someone Whose Desk Is  
Challenged?



# One-minutes Desk test

	5	4	3	2	1
<b>My desk is clear and unobstructed</b>					
<b>I can find anything I need on it, in seconds</b>					
<b>Others can find what they need in my absence</b>					
<b>All the paperwork on my desk is current</b>					
<b>I have no excess duplicates of anything</b>					
<b>All "Fileables" are filed</b>					
<b>I use everything I have on, in and around my desk</b>					
<b>All broken or inoperable things are gone</b>					
<b>I do not waste any time looking for information I know is on my computer</b>					

**Always= 5**  
**Nearly Always= 4**  
**Sometimes=3**  
**Almost never= 2**  
**Never=1**

# Results

<b>40-45</b>	Honors
<b>29-39</b>	High pass
<b>20 - 29</b>	Pass
<b>1 - 20</b>	F

# 10 Ways to Clear Your Desk

1. Spend 15 minutes each day putting things away.
2. Plan at the end of each day/week/month.
3. Focus on one project at a time.
4. Keep frequently-used items close by.
5. File papers vertically, not horizontally
6. Code it (*prioritize it*).
7. File it (*A, B, C folders*).
8. Do it (*take action on it*).
9. Delegate it (*up, down, across*).
10. Throw it away (*ask "Do I need this!?"*)

# Stop Time-Wasting Culprits

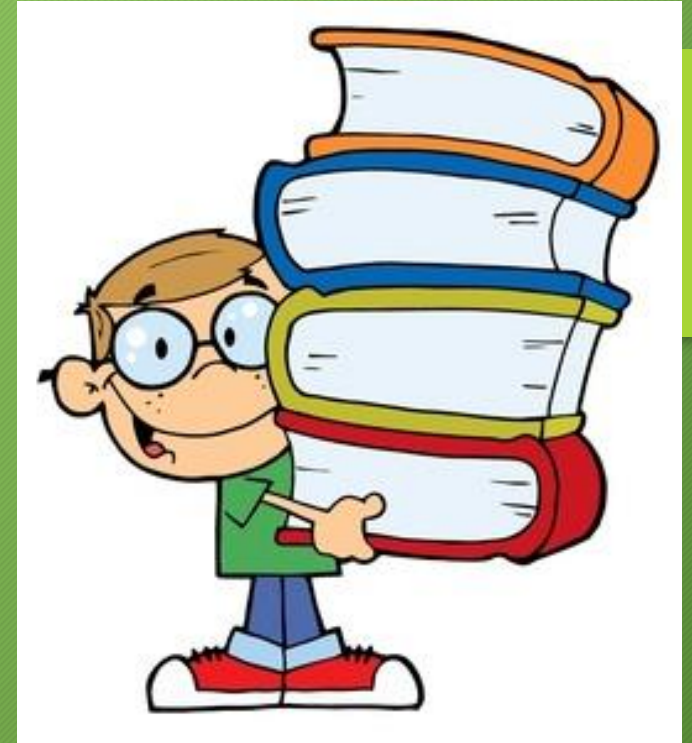


- People
- Telephone
- Emails
- Books

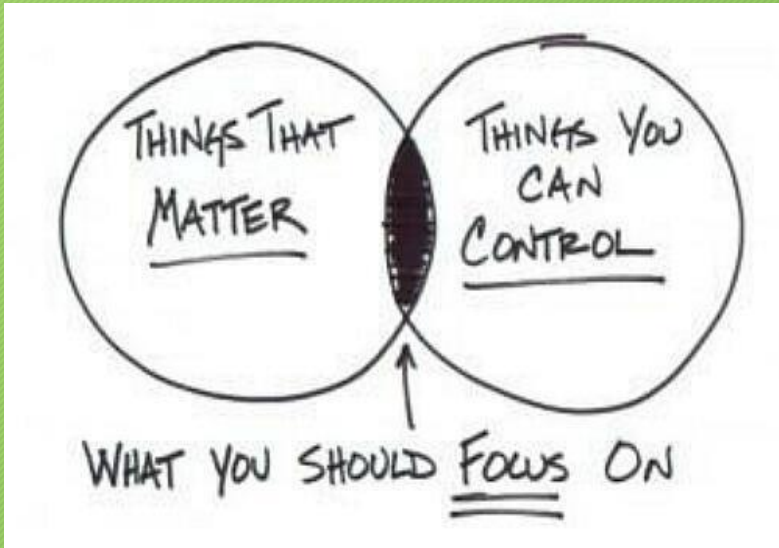


# Read selectively!

- Read the publications that relate specifically to your work and your kind of business.
- Keep your reading list current. Include the publications that do the best job of reporting on your interests.
- Delegate some reading. Assign certain periodicals or journals to subordinates; ask them to keep you and your group informed. This will benefit them as well as you.



# Time Management – Self Management



# The "Have's" and the "Be's"

## The Circle of Concern is filled with the have's

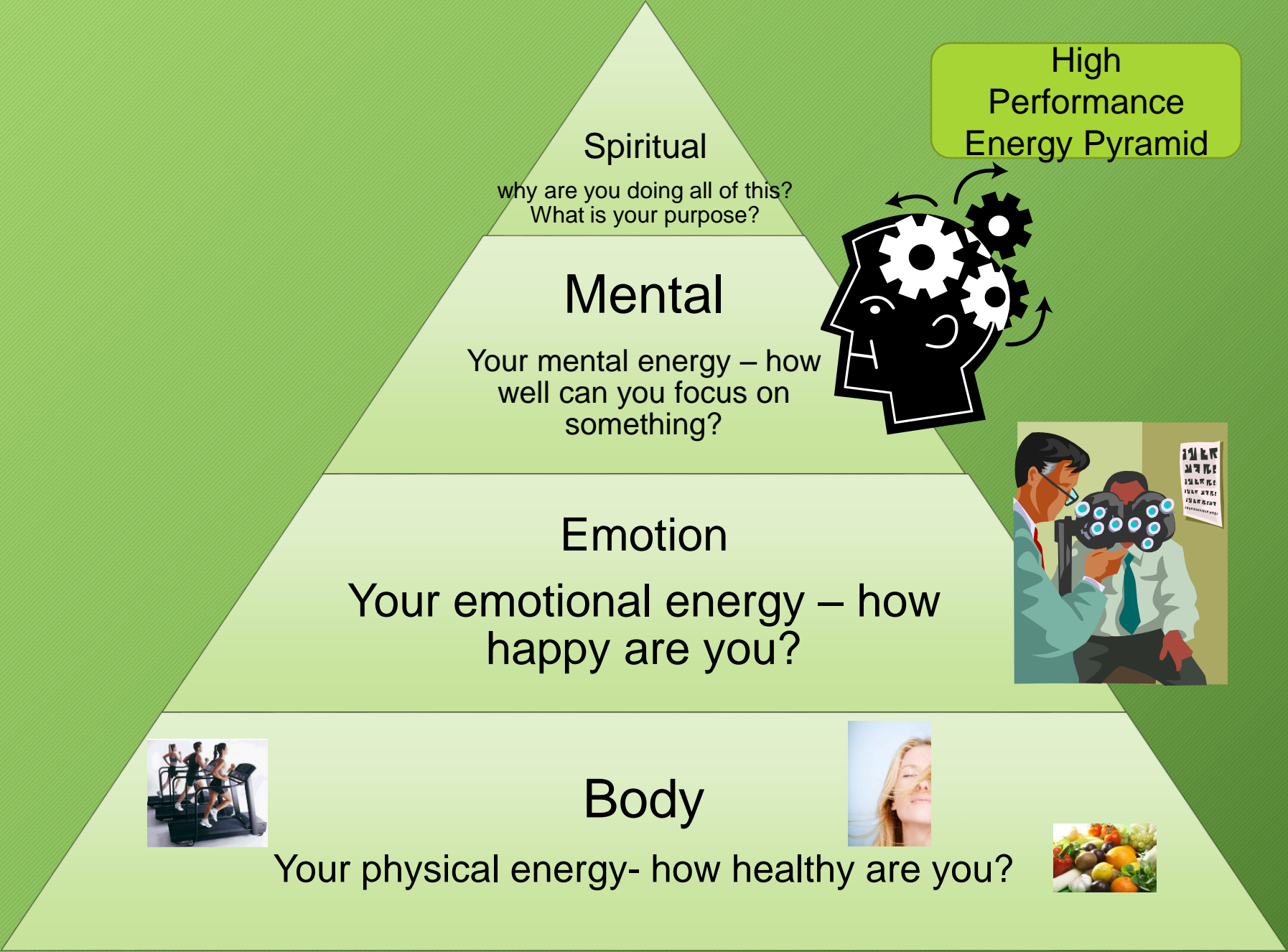
- "I'll be happy when I have my house paid off."
- "If only I had a boss who wasn't such a dictator."
- "If only I had a more patient husband."
- "If I had more obedient kids."
- "If I had my degree."
- "If I could just have more time to myself."
- **\*\* hobbit or attitude**

## The Circle of Influence is filled with the be's –

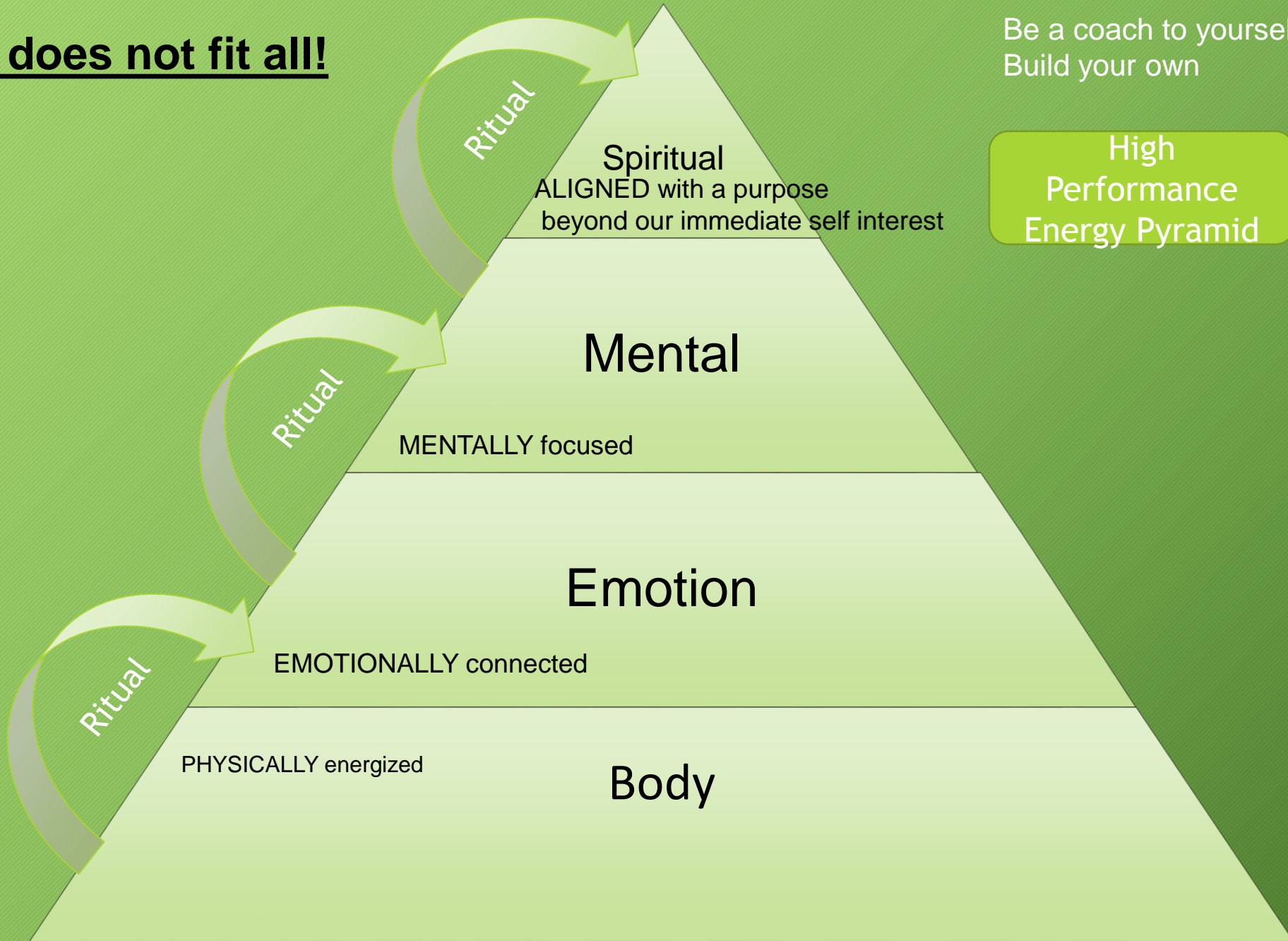
- I can be more patient,
- I can be wise,
- I can be loving.

**\*\*It's the character focus.**

High Performance Energy Pyramid



**One size does not fit all!**



Be a coach to yourself  
Build your own

High  
Performance  
Energy Pyramid





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*Thank you !!!!!*

# References

- *“The seven habits of highly effective people”* stephen r. covey
- *“Manage your Energy not Your Time”* Todd Mundt and Tony Schwartz