Work-life integration:

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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
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?

http://hbr.org/2014/03/manage-your-work-manage-your-life/ar/1
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

Knowledge (what & why)
Skills (how to)
Desire (want to)

Habits

Passion

Stress free Zone
Happy Spot

Family

Work

Attitude, Energy, Efforts and Enthusiasm (AEEE)
2 mins – Self Test

• Value work sheet
Value Clarification Exercise
Are your values aligned with how you spend your time?

<table>
<thead>
<tr>
<th>IDEAL List in order of relative importance</th>
<th>REAL List in order of % of time you spend on each value or priority</th>
<th>Who can help me achieve this? (Who are the &quot;stake holders&quot; to dialogue with?)</th>
<th>How can I make small but meaningful changes?</th>
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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

<table>
<thead>
<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Activities</td>
<td></td>
<td>Activities:</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>
The Time Quadrant

<table>
<thead>
<tr>
<th>Important</th>
<th>Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Urgent</strong></td>
<td></td>
</tr>
<tr>
<td>Crises</td>
<td>Some phone calls</td>
</tr>
<tr>
<td>Deadline-driven projects</td>
<td>Some emails interruption</td>
</tr>
<tr>
<td>Pressing Problems</td>
<td>Other people’s problem</td>
</tr>
<tr>
<td><strong>Necessity</strong></td>
<td><strong>Deception</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Urgent</th>
<th>Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning/ Preparation</td>
<td>Crises</td>
</tr>
<tr>
<td>Exercise</td>
<td>Deadline-driven projects</td>
</tr>
<tr>
<td>True recreation/ relaxation</td>
<td>Pressing Problems</td>
</tr>
<tr>
<td>Building relationship</td>
<td><strong>Productivity</strong></td>
</tr>
<tr>
<td><strong>Waste</strong></td>
<td><strong>Busy work</strong></td>
</tr>
<tr>
<td>Junk Mail</td>
<td>Time wasters</td>
</tr>
<tr>
<td>Escape activities</td>
<td><strong>Waste</strong></td>
</tr>
</tbody>
</table>
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.

“The key is not to prioritize what's on your schedule, but to schedule your priorities.”
- Stephen Covey
Do You Know Someone Whose Desk Is Challenged?
# One-minutes Desk test

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

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

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>40-45</td>
<td>Honors</td>
</tr>
<tr>
<td>29-39</td>
<td>High pass</td>
</tr>
<tr>
<td>20 - 29</td>
<td>Pass</td>
</tr>
<tr>
<td>1 - 20</td>
<td>F</td>
</tr>
</tbody>
</table>
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

Know What Drains You and What Sustains You?

Yourself, your work, your organization? Or/and your family???
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.**

THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE
Stephen R. Covey
Spiritual
why are you doing all of this? What is your purpose?

Mental
Your mental energy – how well can you focus on something?

Emotion
Your emotional energy – how happy are you?

Body
Your physical energy- how healthy are you?

High Performance Energy Pyramid
One size does not fit all!

Be a coach to yourself
Build your own

High Performance
Energy Pyramid

Spiritual
ALIGNED with a purpose
beyond our immediate self interest

Mental
MENTALLY focused

Emotion
EMOTIONALLY connected

Body
PHYSICALLY energized
Thank you !!!!!
References

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