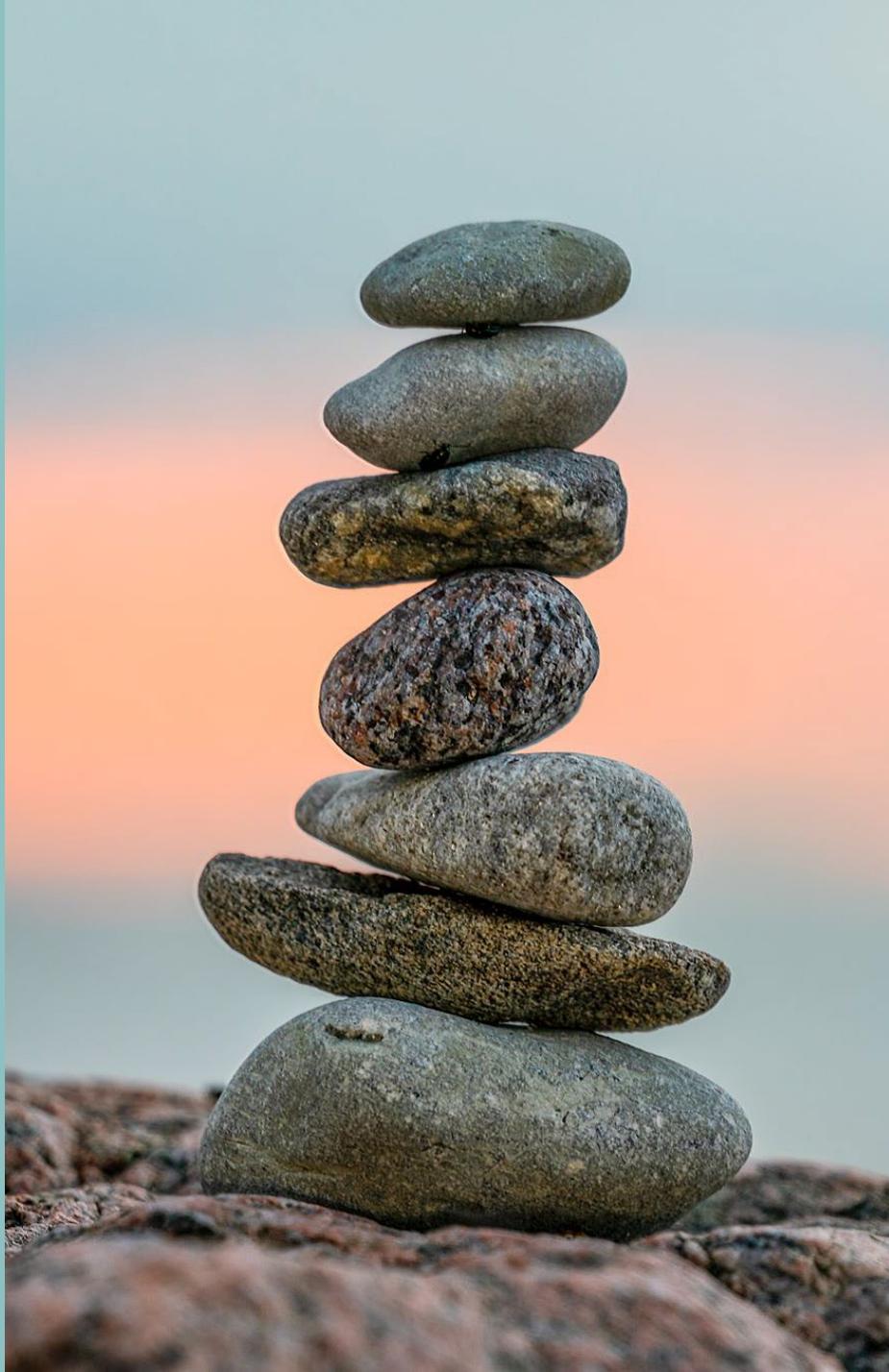


Managing Student
Expectations: How to
Create Work-Life Balance

By Paul Wood

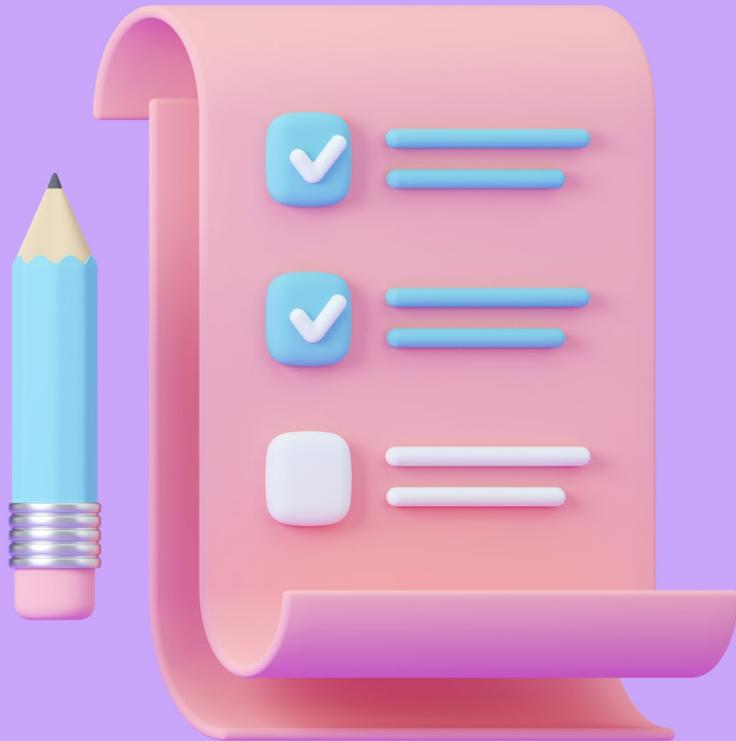


What is Work – Life Balance

Don't get so busy making a living that you forget to make a life.

- Dolly Parton





Time for a quick quiz

- Rate yourself:
- 1 – Never
- 2 – Seldom
- 3 – Sometimes
- 4 – Often
- 5 - Always

Quiz

- 1. I spend 50 hours or more a week at work.
- 2. I neglect/have difficulty getting an adequate quantity and quality of sleep, exercise, hydration and/or nutrition
- 3. I feel depressed, exhausted and/or overwhelmed when I think of all I must do at home and/or work.
- 4. I feel like I have little or no control over demands placed on me at home and/or work.
- 5. I feel guilty that I am not meeting my responsibilities at home and/or work.
- 6. I neglect taking time for myself (for recreation, relaxation, quiet time or self care) in favor of fulfilling work and family responsibilities.

Quiz Results

- **24 – 30:** Meltdown waiting to happen...
- **15 – 23:** Getting caught up in the thrill of the chase...
- **14 or less:** Doing great but will it last?



Step 1: Set Your Priorities

- Figure out what you want your priorities to be, not what you think they should be. Ask yourself, “If I could only focus on one thing in my life, what would it be?”
 - The answer to that question is your top priority.
 - Now ask yourself what would you focus on second? Third? Fourth? Fifth? The answers are your top five priorities.
- 



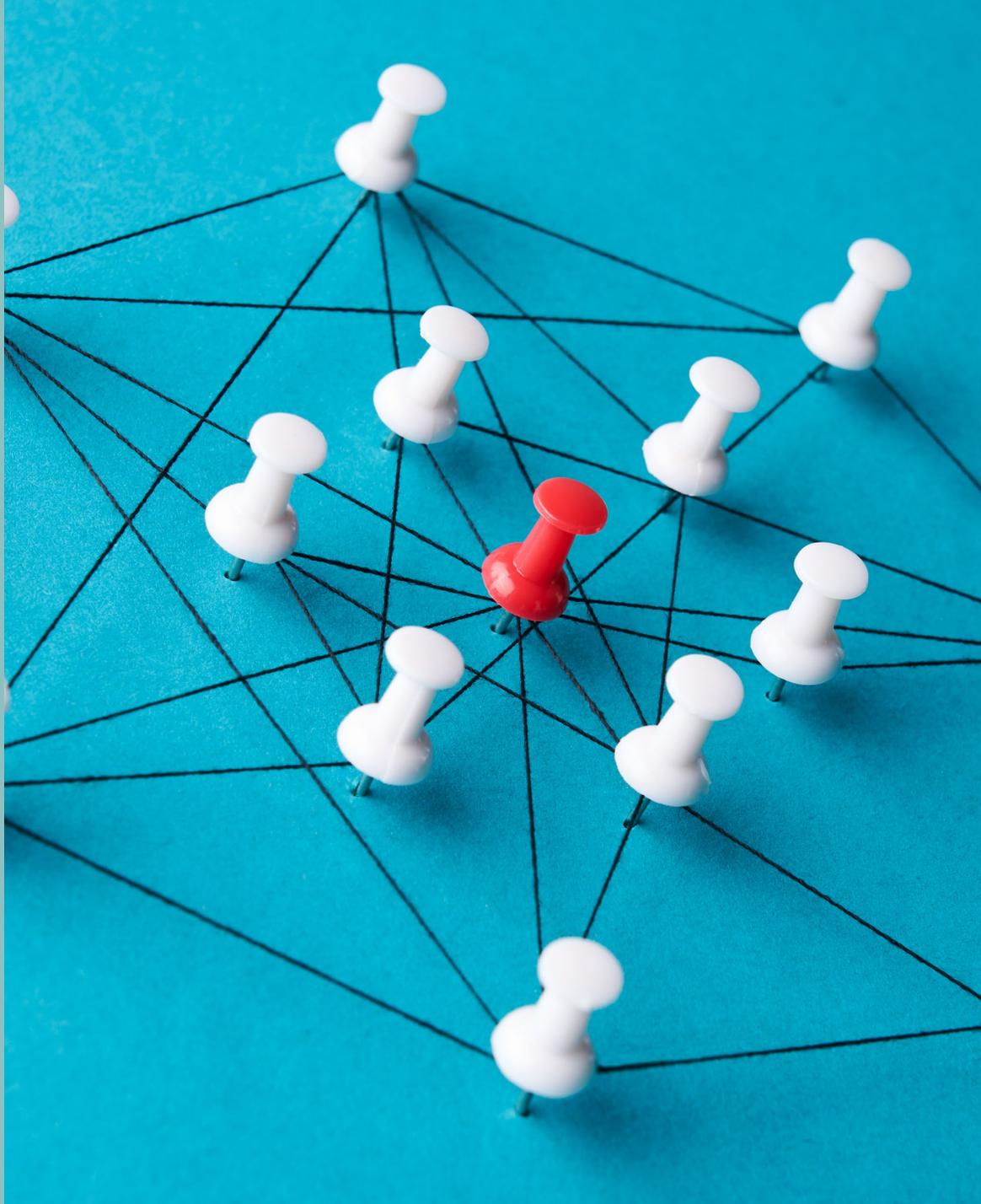
Step 2: Track Your Time

- For one week, track how you spend your time.
- How much time do you spend doing things that don't matter to you or don't align with your priorities?
- Work to eliminate these things from your life or delegate to others



Step 3: Set Boundaries

- Today's technology can make the line between your work life and personal life quite blurry.
- Turn off your work notifications on your cell phone and laptop when you're not at work
- Ask friends and family to not interrupt your workday unless it's urgent/an emergency



Step 4: Concentrate on One Thing at a Time

- Forget multi-tasking. It's not possible to focus on two things at the same time. Instead, devote your full attention to the task at hand.
- When you are working, work. When you are spending time with your family, focus solely on them.



Step 5: Respect Your Private Time

- An emergency would most likely have to come up before you'd reschedule and important work meeting. Give your own time the same respect.
- Once you've put private time on your schedule, protect it, unless there's an emergency.



Step 6: Look at Your Personal Habits and General Lifestyle

- Lack of sleep, poor nutrition, and bad exercise habits can cause you to feel a lack of balance in your life and can counteract any efforts you are making to achieve work-life balance.

Step 7: 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.



Step 8: Ask for Support

- Tell your supervisor, family, friends, colleagues, and anyone else you interact with that you are seeking a better work-life balance.
- Tell them what your schedule is and ask them to respect it.



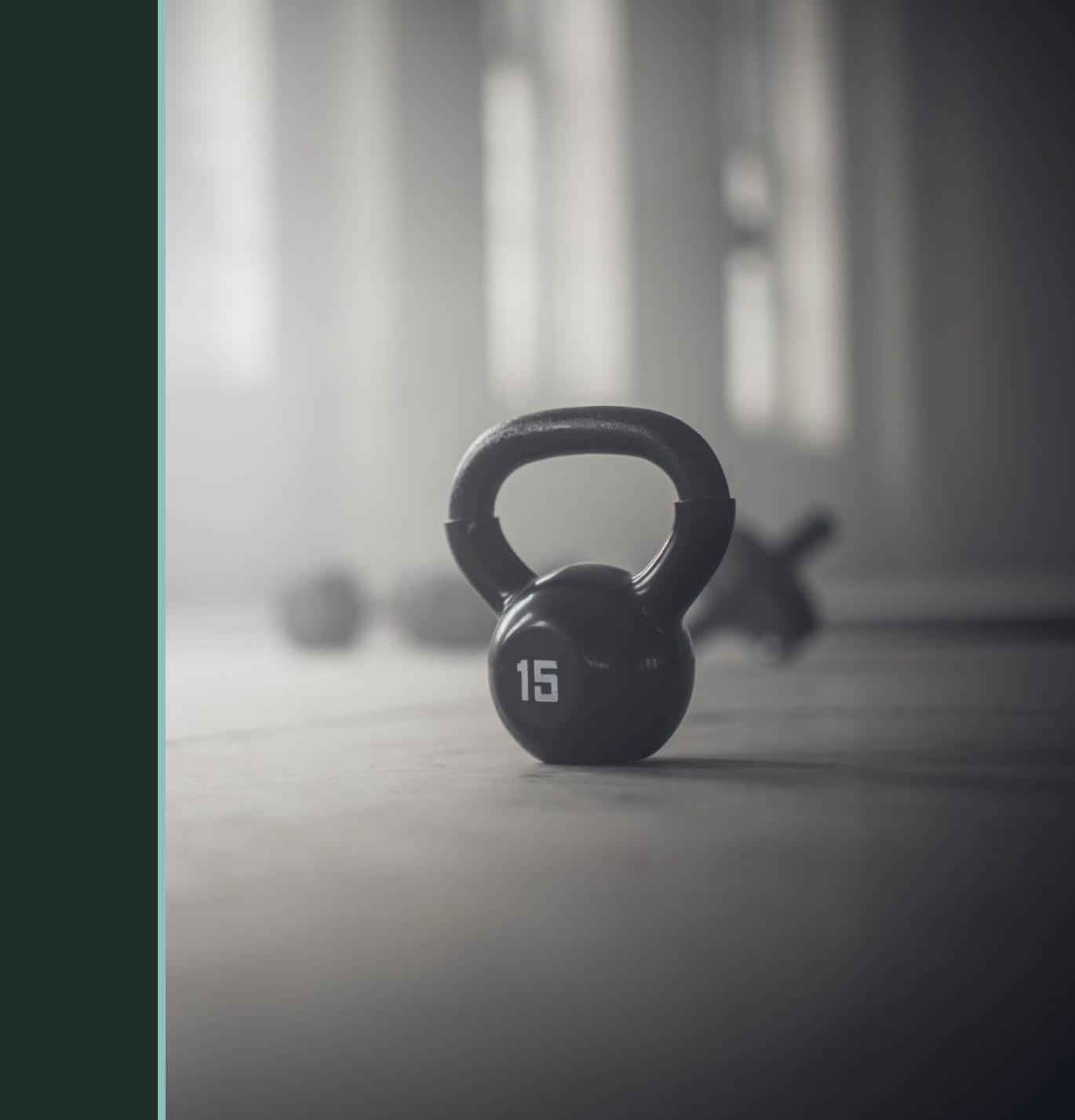
Step 9: Schedule One Thing You Look Forward to Each Day

- Book time to go out with friends, visit a museum, read a book, walk your dog, or get a massage.
 - The activity doesn't have to be time-consuming, complicated, or expensive.
- Put aside an hour on your schedule for alone time.
 - Watch your favorite show, go on a walk, play video games, but make sure you have the time to yourself.



Step 10: Find a Mentor

- Do you know someone who has it all – a successful career and a terrific personal life?
- Ask them to give you advice on career development, setting priorities, and time management.



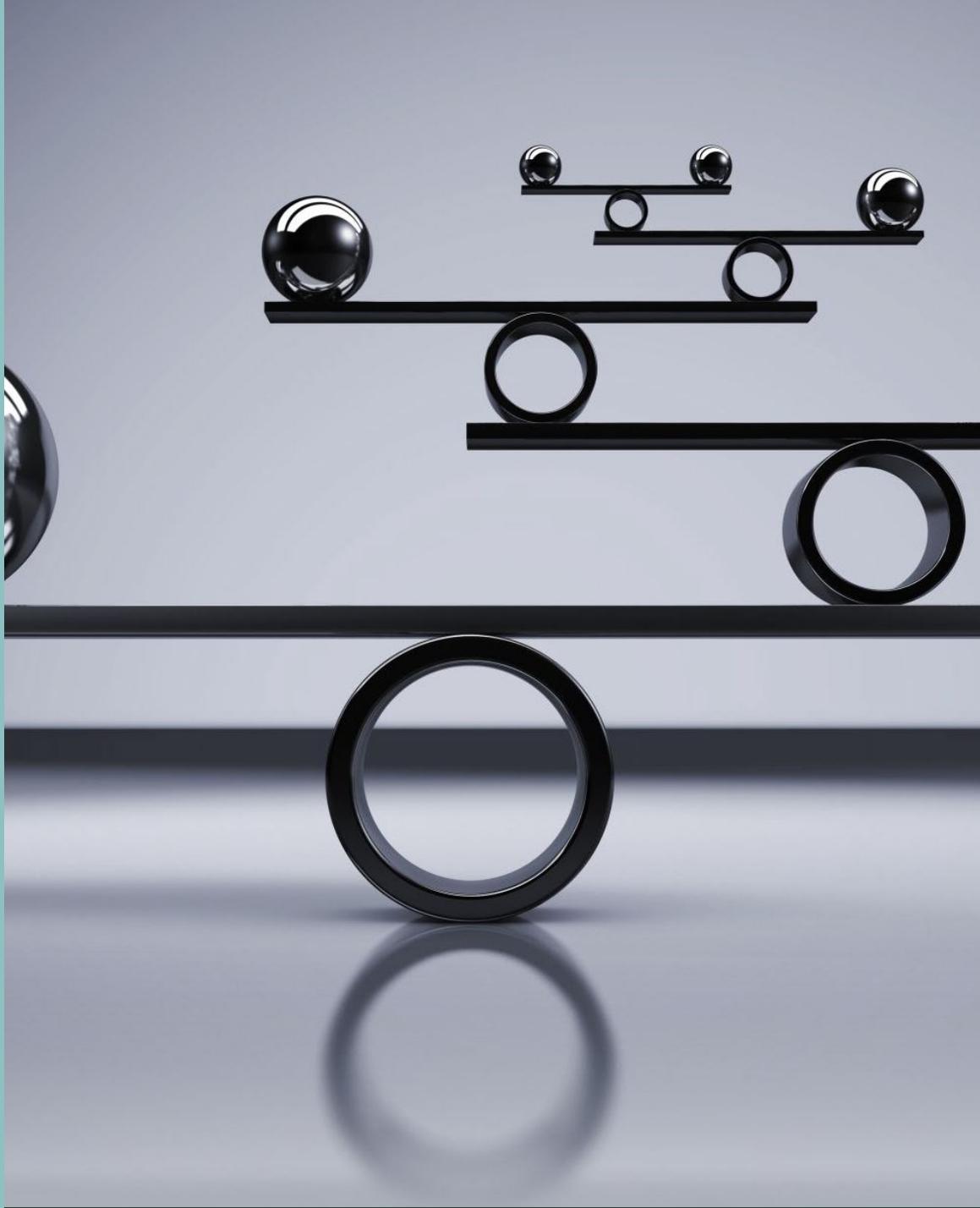
Step 11: Get Plenty of Exercise aka just MOVE!

- It may feel counterintuitive to add another activity to your life, but exercise relieves stress, clears your mind, and ultimately makes you more productive.
- Just like leg day...don't skip it! You'll find that you greet work, family, and personal commitments with renewed vigor after starting a workout routine.



Step 12: Take a Vacation

- Take at least two weeks off from work a year.
- You don't need to go far, and you don't need to spend lots of money, but you do need to recharge your batteries in order to be the most productive and happy person possible.
- Turn off your phone and computer and truly get away!

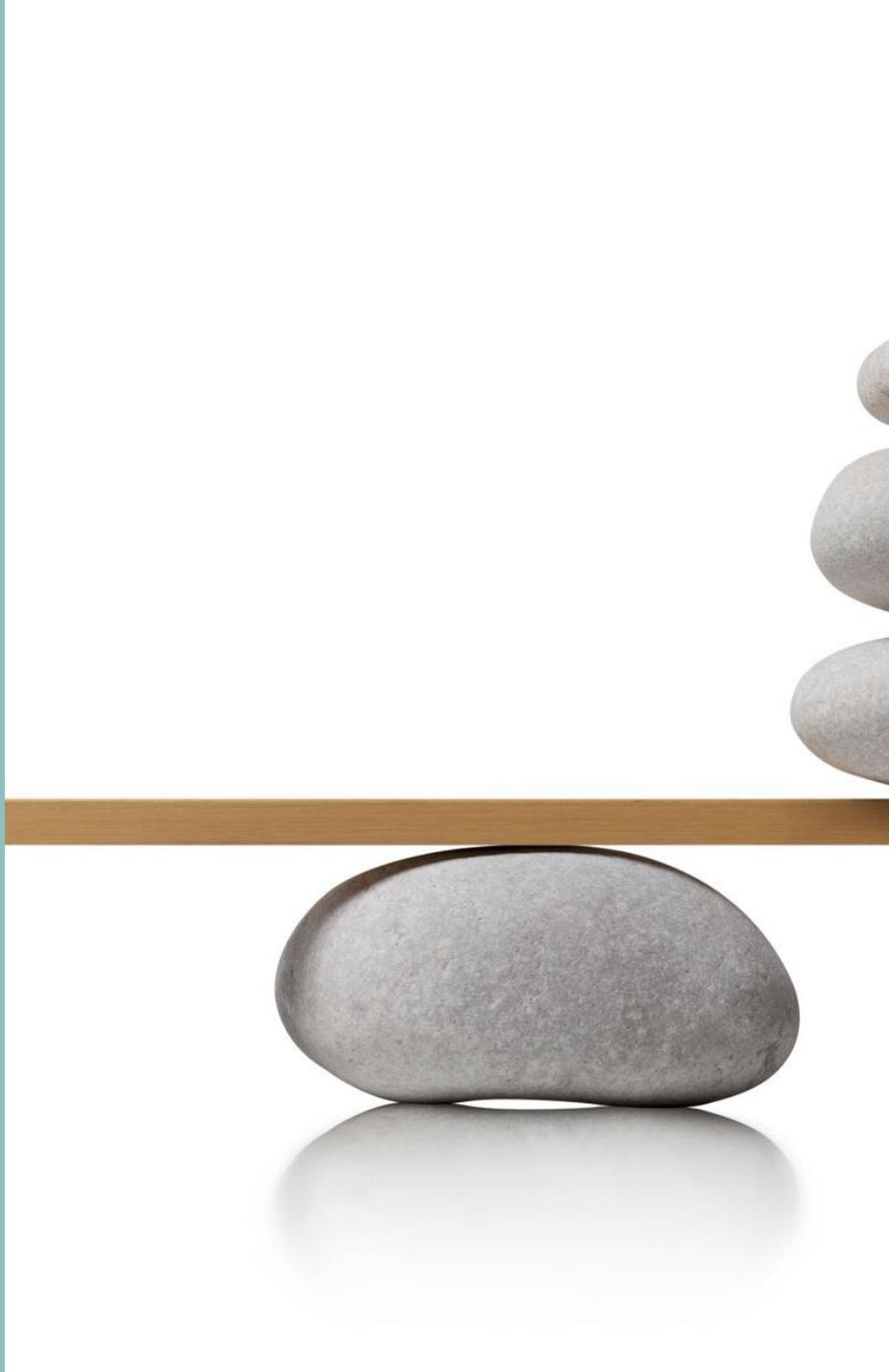


Step 13: Evaluate Your Work-Life Balance on a Regular Basis

- Achieving work-life balance is a never-ending journey, and your needs will change as your priorities change.
- Set aside some time every other month to reflect on your current balance, what you would like it to be, and what the plan is for arriving there.

Balance is the Key

- Achieving balance in both your work and personal lives allows you to perform optimally in both areas.



Create a Plan

Key Area	Current	Key Steps				Target	MOS
Family	Arrive home late most evenings, no time for kids	KIDS Spend 1 hour per evening with kids	Weekends Spend one afternoon with family	Partner Plan one date night per month	Vacation Plan family vacation	A great quality, happy family life	1hr/night with kids, one family outing per month
Career	Looking for advancement opportunity	Courses Identify courses to enhance career	Mentor Identify a mentor that can provide coaching			Advancement within current career	Increased salary and promotion
Health	Too much junk food and not enough exercise	Exercise Start taking a walk during lunch	Diet Adopt keto diet			Health, fit, slim and smart	Reduce weight by 10 lbs and run a marathon
Friends	Lost touch with many old friends	Movies Meet friends for movies once a month				Strengthen relationships with friends	Spend time with friends every month
Travel	Unfulfilled dream to travel to new places	Europe Plan a two-week European vacation	New York Plan a holiday trip to New York			Every year travel to a new place	Visit 2 new countries per year



Final Thoughts and Questions?

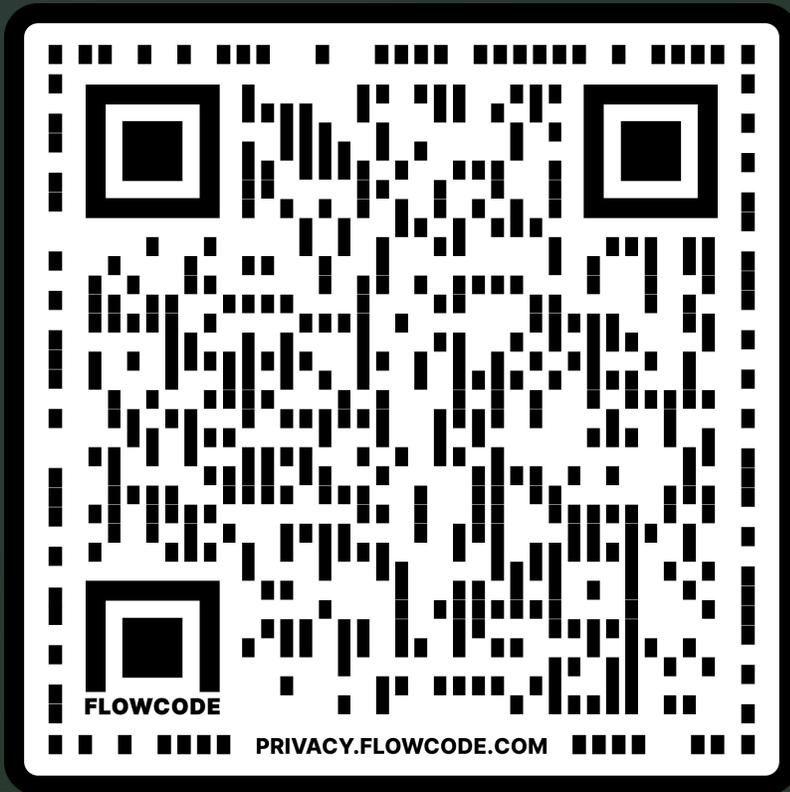
The key is not to prioritize what's on your schedule but to schedule your priorities.

- Stephen Covey

Balance is not something you find, it's something you create.

- Jana Kingsford

Connect on
LinkedIn



Interested in joining
the board?

