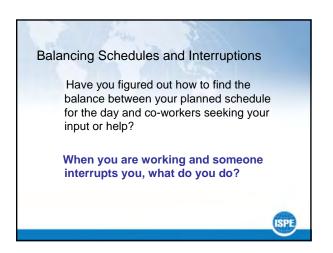




Balancing Time and Responsibilities TIP: Get a calendar. It can be on paper in a planner, on your phone, computer, etc. Just have a set place where you keep your dates and times together. Color code if necessary for different family members and activities.



Balancing Schedules and Interruptions

TIP:

Take the first 15 minutes of the day to solely check your voicemails, emails, and inbox for the day. Spend the last 15 minutes of the day making a to do list for tomorrow. It is okay to protect your time and ask someone to return later.



Balancing Work and Rest

There must be a balance. You have to plan to rest just like you plan to work.

How do you balance work and rest?



Balancing Work and Rest

TIP:

Schedule times in your day to take a 10 minute break to walk, make a dr. appt, or do something to get you up and moving and take your mind off your immediate tasks for a brief moment.



Balancing Work and Family

- Just one more night away and my wife won't get too upset.
- My son will understand I have to work late again tonight.
- My daughter won't even remember I wasn't there.
 - She won't, but you will.



Balancing Work and Family

TIPS:

- Schedule a date night if you have a significant other.
- Schedule routine dates with your children.
- No electronics or "working" during certain family hours.
- Scheduling time for rest does not make you lazy.



Balancing Wants and Needs

 We should all want to be great employees providing our companies excellent professionalism and our clients exceptional customer service. You need to be engaged while you are at work.



Balancing Wants and Needs

- Do you WANT that raise or next assignment to prove to your manager that you are a great employee?
- Sometimes getting ahead does not bring contentment and fulfillment into your personal or professional lives.



Balancing Wants and Needs

TIP:

- Determine what you want for your life right now and what tools you need to get there.
- Talk to your manager about your 3-5 year plan. Discuss with them your desires for flexibility, help from overload or a promotion.



Balancing Working and Waiting

 While you are waiting for the promotion; balance it with doing useful productive tasks to help your company. Waiting until the time is right will prove to you to be more successful than jumping in feet first not completely knowing how to manage your career and home life.



Balancing Working and Waiting

TIP:

- Be patient. You are most likely not going to start out a Project Manager at any job you take right out of college. It takes several years of training and experience to become a successful Project Manager.
- Don't persist in jobs that you are not good at. Set clear expectations at the ones you are good at.



CREATE your OWN unique Work Life Fit.

THERE IS NO MAP TO GUIDE YOU TO A LIFE OF BALANCE.

You must create, follow, and believe in your own system and how you match up with your professional and personal life.

BE PRESENT WHEREVER YOU ARE! When you are in a meeting, be in the meeting, really listen. Likewise with your kids, spouse and friends. Be there 100% when you are with them.



Recommendations for Work Life Balance to protect your professional and private time.

- •Set and know your priorities.
- Follow the touch it once rule.Work for a company who
- focuses on results and not hours put in by an employee.
- •Flexible schedules.
 •Telecommute if possible a few days a week.
- •Examine employee workload
- •Use your drive home to clear your head and have ME time. It may be the only time you get to yourself all day.







