

“Balancing Work and Family: Is It Possible?”

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Presentation Outline

1. Self-Assessments
 - a. Clarifying Your Values
 - b. Actual vs. Ideal Pie Chart
2. Goal-Setting
3. Action Plan
4. Ongoing Re-evaluation
5. Self-Care

Reference List

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Warner, J. (2005). *A perfect madness*. New York: Penguin Group.

Balancing Work and Family Brainstorming Goal-Setting Session

Think about your work-life balance and your self-assessments.
In the numbered spaces below, list *any possible* work-life balance goals.
Don't edit or censor what you write. Just write whatever comes to your mind.

(1)

(2)

(3)

(4)

(5)

With each goal above, ask yourself:

Is it possible to achieve this within a given period of time (like a week, month, or year)?

How will you know when you will have reached this goal?

Which goal is the most important, next most important, and least important?

Make any necessary changes to the above goals so that the goal becomes more realistic (within a given time frame), measurable, and prioritized from most to least important. If you made any changes, write your new version of the goals below:

(1)

(2)

(3)

(4)

(5)

Ongoing Evaluation and Revision

Goal #1: _____

During the past week, how was your progress toward this goal?

If you need to revise this goal to make it more realistic, measurable, or better in any other way, do this below:

Goal #2: _____

During the past week, how was your progress toward this goal?

If you need to revise this goal to make it more realistic, measurable, or better in any other way, do this below:

Goal #3: _____

During the past week, how was your progress toward this goal?

If you need to revise this goal to make it more realistic, measurable, or better in any other way, do this below:

Goal #4: _____

During the past week, how was your progress toward this goal?

If you need to revise this goal to make it more realistic, measurable, or better in any other way, do this below:

Goal #5: _____

During the past week, how was your progress toward this goal?

If you need to revise this goal to make it more realistic, measurable, or better in any other way, do this below:

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Don't edit or censor what you write. Just write whatever comes to your mind.

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With each goal above, ask yourself:

Is it possible to achieve this within a given period of time (like a week, month, or year)?

How will you know when you will have reached this goal?

Which goal is the most important, next most important, and least important?

Make any necessary changes to the above goals so that the goal becomes more realistic (within a given time frame), measurable, and prioritized from most to least important. If you made any changes, write your new version of the goals below:

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CLARIFYING YOUR VALUES

Identifying and clarifying your values helps you to focus on the things that are most important to you. What is really important to you should serve as the basis for all major life choices you make, such as the career you aspire to and how to raise your children. Your personal values even influence relatively minor decisions, such as vacations and clothing style.

If you are like most people, you focus on the day-to-day goals, such as finishing a project or cleaning the house. However, balance means that your short-term decisions agree with your values and lifetime plan. Remember, values are not opinions or absolutes. They are what you consider important based upon your past, present experiences, family, and cultural conditioning.

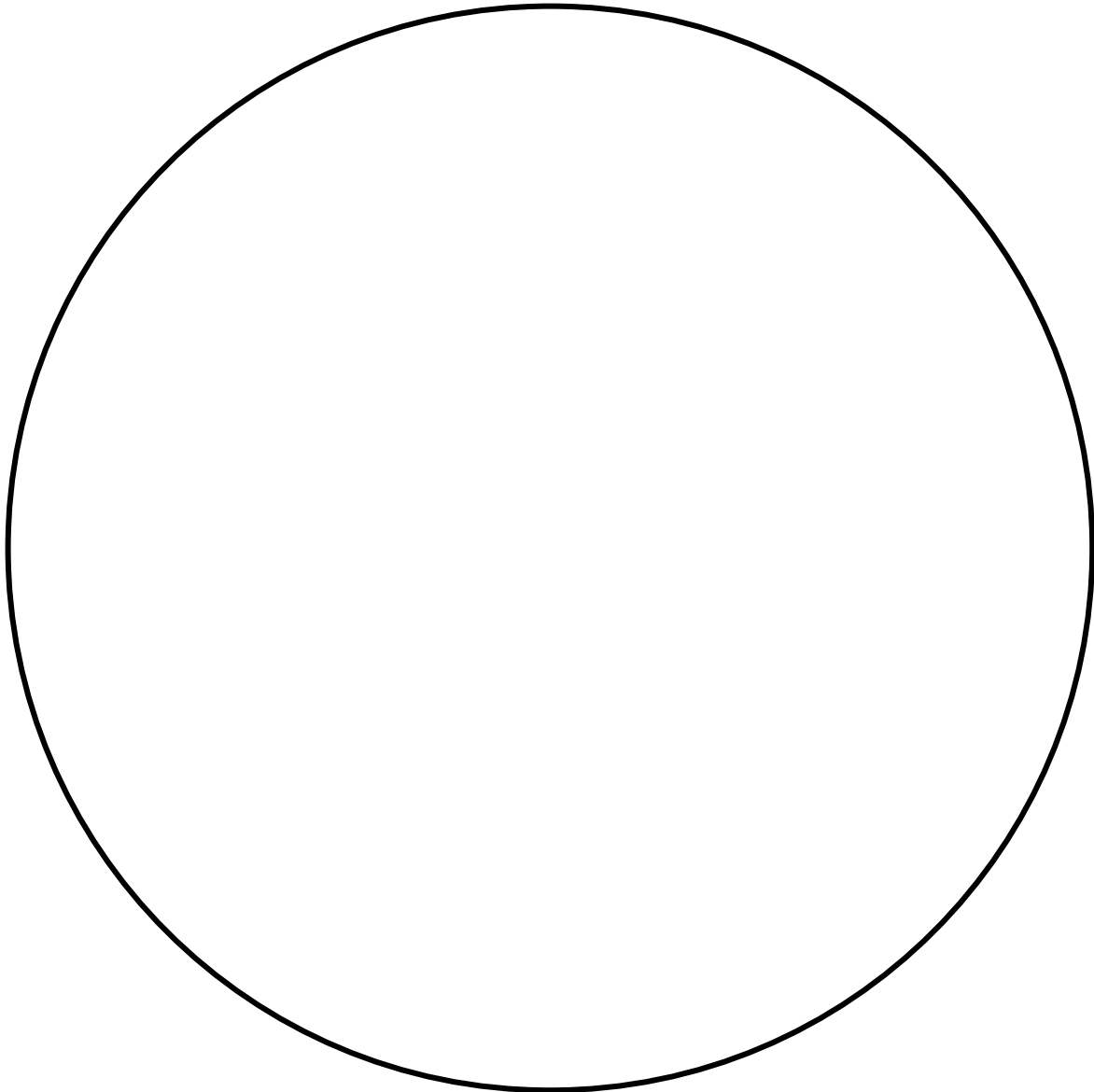
What Do You Value?

Imagine that you have just been told you have one year to live. What would you do? Although your first reaction may be to “party,” what would you do after that? Brainstorm for the next 5 minutes and list your desired activities below. What values do these activities reflect?

What is Your Lifetime Plan?

Once you have clarified what you value the most, ask yourself this question: Are you on your way to living the life you imagined? Are the values and activities you listed above ones that you are actively living out on a daily basis? If not, what adjustments do you need to make?

Pie Chart of How You Spend Your Time

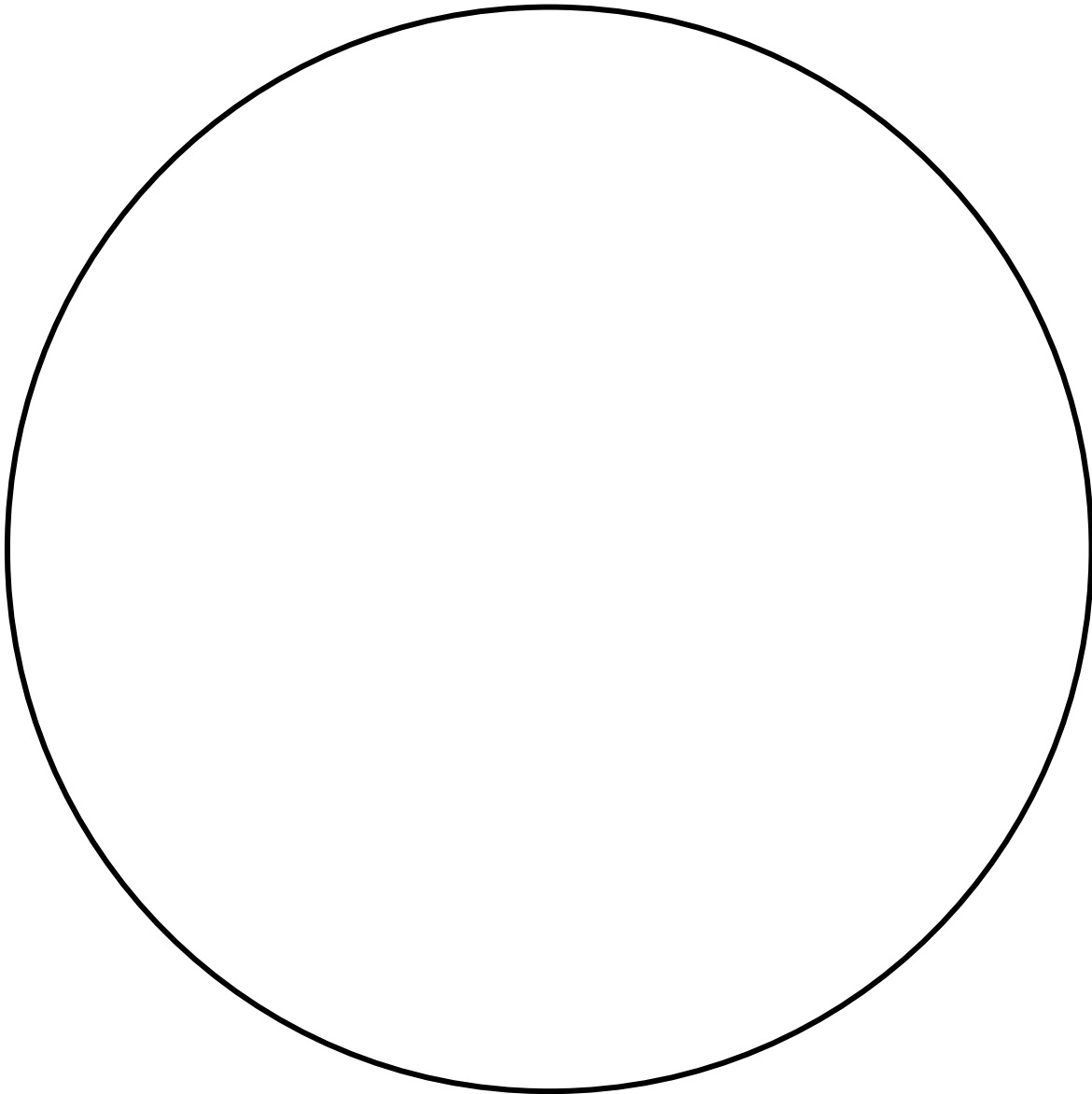


Directions

Estimate how much time you devote to the activities below by assigning each of them a certain percentage (between 0-100%) of the total pie. The sum of all of the percentages needs to be 100% of your time. Then make a pie slice or wedge for each activity and label it with the corresponding activity and percentage. For example, if you spend on average of eight hours per day sleeping, then sleep would become 33% ($24 / 8$) of your total time, and your sleep wedge would comprise one-third of the pie. If you have overlapping activities (i.e., time with significant other while also being with family members), then allocate the time to whichever activity is your greater focus at that time (being with your significant other *or* being with your other family members).

(1) Job	%	(6) Household work	%
(2) Time with significant other	%	(7) Religion / spirituality	%
(3) Time with family members	%	(8) Exercise / sports	%
(4) Time with friends	%	(9) Leisure/ hobby	%
(5) Sleep	%	(10) Eating	%

Ideal Time Allocation Pie Chart



Directions

Use the pie chart above to capture how you would like to spend your time. Estimate how much time you would like to devote to each of the activities below by assigning a certain percentage (between 0-100%) of the total pie. The sum of all the percentages needs to be 100%. Label each pie slice or wedge with the corresponding activity and percentage.

(1) Job	%	(6) Household work	%
(2) Time with significant other	%	(7) Religion / spirituality	%
(3) Time with family members	%	(8) Exercise / sports	%
(4) Time with friends	%	(9) Leisure / hobby	%
(5) Sleep	%	(10) Eating	%

Work-life balance is the lack of opposition between work and other life roles. It is the state of equilibrium in which demands of personal life, professional life, and family life are equal. Work-life balance consists of, but it is not limited to, flexible work arrangements that allow employees to carry out other life programs and practices. The term 'work-life balance' is recent in origin, as it was first used in UK and US in the late 1970s and 1980s, respectively. Work-life balance is a term