

THE JUGGLING ACT: BALANCING WORK & PERSONAL LIFE



February 4, 2016

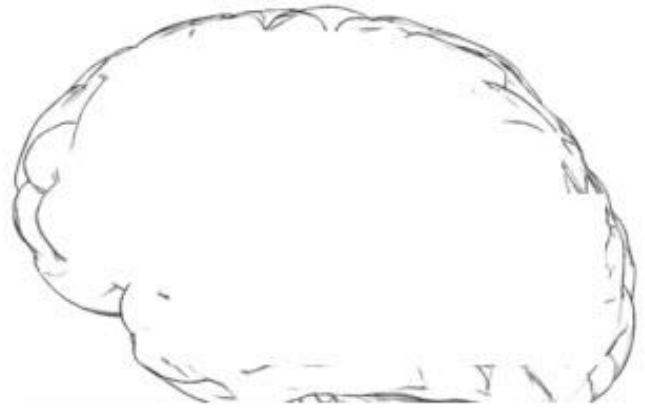
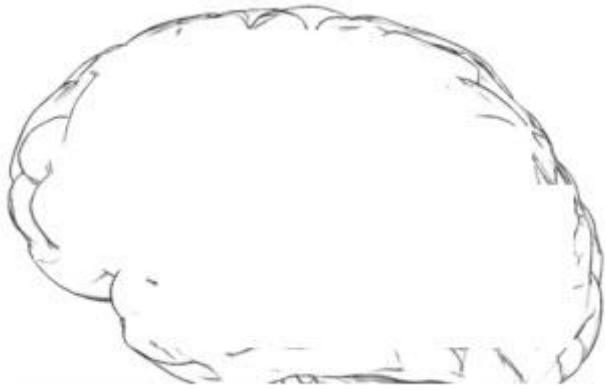
Presented by:

Joyanne Landers

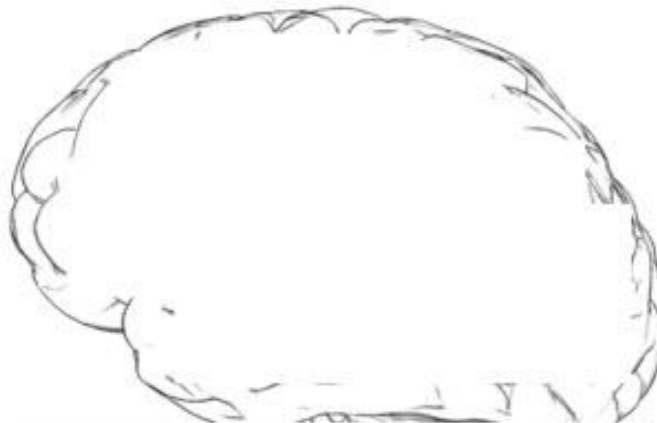
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MY PLAN OF ACTION



Ideas I will Implement Immediately



Signature

Date

THE ONLY 4 WAYS TO INCREASE YOUR QUALITY OF LIFE

1. Do MORE of certain things

Doing more of the things that are of greater value to you, the things that bring you greater rewards and satisfaction.



2. Do LESS of certain things



Deliberately deciding to reduce activities or behaviours that are not helpful, or are actually harmful to you in accomplishing the things you want.

3. START to do things you are not doing at all today

Making new choices, learning new skills, beginning new activities, or changing the entire focus of your work or personal life.



4. STOP doing certain things altogether



Standing back and evaluating your life with fresh eyes. Then deciding to stop activities and behaviours that are no longer consistent with what you want and where you want to go.

11 TOOLS FOR BALANCING WORK & PERSONAL LIFE



1. **Tackle your technology.**

Does your phone, laptop, tablet or other gadget make you feel like you're supposed to be responding to emails or finishing up projects when in fact you have a #1 priority you are avoiding? Constantly checking email or Facebook can lead to **FOMO** (fear of missing out) or the more serious **Nomophobia** (fear of being without your mobile phone or without a signal on your phone).

2. **Combine your work and personal calendars.**

This way you don't prioritize one set of responsibilities over the other. Each day, you can decide whether that meeting is more important than having lunch with an old buddy.

3. **Build downtime into your schedule.**

Plan activities that help you recharge. Find healthy ways to relax & relieve tension. Create time for yourself.

4. **Build a support network.**

Ask for help and allow yourself to be helped. Delegate more. Trust that others can do it. Reduce your time spent on low-value items.

5. **Let go of guilt.**

Guilt is one of the greatest wastes of emotional energy.

6. **Commit Yourself to Exercise.**

Make a standing appointment, no excuses tolerated, for at least three hours of fun exercise each week.

7. **As a public official, you live in a fishbowl. Establish boundaries.**

Boundaries create a line of protection around you. They protect you from other people's demands. Determine for yourself what you will do, and when you need to say "no."

8. **Drop activities that sap your time or energy.**

Cut out the things that don't add value to your life. It could mean cutting down on internet time by putting a sticker on your computer, "What matters most in my life?" Or it could mean asking yourself, "Do I have to sit on that particular committee?"

9. **Pick and choose. Accept imperfection. Let things go.**

Perfectionism inflates your workload by preventing you from moving on. It also sinks time into work well past the point of diminishing returns. Get rid of the perfectionist notion. So what if you have to miss a meeting. You'll never make every social event. Focus on your priorities.

10. **If you have children living at home, make a standing date with your children.**

Spend time with your children each day – even it's only three minutes one-on-one, always with them doing most of the talking, and you practicing full, radical listening.

11. **Make A Standing Date With Your Spouse, Partner, Or Best Friend.**

Book caregivers, if you have small children, for set times each week. Then go for a walk. Do something fun. Talk. After all, you book work meetings. So why not book dinners with that special person?

10 WAYS TO BALANCE SELF-CARE & CARE OF YOUR COMMUNITY

1. **Plan focused sessions** at work where you eliminate all distractions. Take one hour or two with no interruptions from people stopping to chat, phone calls, emails, instant message meetings.
2. **Always stop for meals.** And take regular breaks. This is vital for your health and for your productivity.
3. **Make time for a holiday.** Either a long holiday or regular long weekends. Sacrifice the odd Friday or Monday for a mini-break, even if you just spend the day going for a walk or playing with the kids. Anything that gets you away from “serving the public” mode.
4. **Plan your day ahead.** On your computer, attach a post-it note with the three things you’ll focus on today. Or set a reminder on your phone. Yes, you’ll get interrupted and this handy reminder will always bring you back to your priorities.
5. **Notice what keeps you balanced.** Healthy food, exercise, fresh air, quiet time. If these needs aren’t met, you can’t perform at your best.
6. When you have a choice, **spend time with optimistic people.** Positive mindsets are viral.
7. Don’t let your thoughts become your reality. Adopt a **“Stop”** strategy for when you feel overwhelmed. Once you start thinking, “I haven’t got enough time,” it becomes your reality. Try imagining a stop sign. Then recall your **favourite place** or listen to **music** or visualize the face of your **favourite person** or remember your **biggest accomplishment** of that week. 
8. To give your life balance, you don’t need to totally separate your life at home from your life as a public official or senior administrator. You can focus on **finding happiness** regardless of where you are.
9. **Be flexible.** Priorities can change on a moment’s notice when you are in the public eye. Never get too comfortable, because as soon as you seem to get things under control, they will change!
10. **Practice full, radical listening.** Make the other person more important than you.

“The trouble with the rat rate is that even if you win, you’re still a rat.”

-- Lily Tomlin

“What after all is a halo?
It’s only one more thing to keep clean.”

-- Christopher Fry

MULTITASKING IS HURTING YOUR BRAIN

“The main thing is to keep the main thing, the main thing.”

-- Stephen R. Covey

Our brains are designed to focus on **one thing at a time**. Bombarding them with information only slows them down. When you think you’re multitasking, you’re actually just switching from one task to another very rapidly. And every time you do, there’s a cognitive cost.

- It hurts your relationships.
- It hurts your brain & lowers your IQ – makes it more difficult to organize your thoughts.
- It dampens your creativity.
- It can make you overeat because it keeps your brain from fully processing what you’re eating.
- Your memory may suffer.
- You’ll miss out on life – “inattentional blindness” – won’t see your surroundings.
- It’s stressing you out. For example, constant attention to email or text messages means you are in a state of perpetual “high alert” with a higher heart rate.
- You’re making mistakes. Switching between tasks wastes 20-40% of your time and increases your errors.
- It’s slowing you down. It will take you longer to finish two projects when you’re jumping back and forth. Your attention is expended on switching gears and you never get fully “in the zone” for either activity.

8 WAYS TO STOP MULTITASKING

1. Commit yourself to checking emails only **3 times a day**.

2. **Turn off** text notifications.
Turn off email notifications.

3. Plan your day in blocks. **Set specific times** for returning calls, answering emails, doing research.

4. **Manage** your interruptions.

5. Concentrate on **one thing at a time**.

6. Every time you go to check your email or take a call, **when you are engaged in your #1 priority**, take a deep breath and **resist the urge**.

7. When something urgent comes up, **stop & make a note** of where you left your current task.

8. **Be in the present**. When you are sitting in a meeting but thinking about a speech you’re giving tomorrow, tell yourself, “I am in this meeting, and need to focus on what I’m learning here.” Acknowledging the moment can keep you focused.

ELEPHANT EARS LISTENING: THE MOST POWERFUL WAY TO IMPROVE YOUR WORK & HOME RELATIONSHIPS

1. Remember that your objective is to be concerned with "what is right" rather than "who is right."
2. Listen for the problem.
3. Remain calm and in control of yourself.
4. Try not to take complaints personally.
5. Listen all the way through before you respond. Avoid jumping to the conclusion that you know what the person is talking about.
6. Show through your body posture and eye contact that you are listening.
7. Use encouraging words and head nods to demonstrate listening.
8. Avoid agreeing or disagreeing - simply listen.
9. Ask open-ended questions.
10. Don't fill silences.
11. Restate in your words what you think the speaker said.
12. Clarify anything that is unclear.
13. Summarize.
14. Respond to the feelings expressed, not just the words.



Are you listening
with the **intent to
respond?**

OR

Are you listening
with the **intent to
understand?**

ABOUT JOYANNE LANDERS



Joyanne Landers has gained a solid reputation for over twenty-five years as a facilitator, speaker, and executive coach.

Her clients describe her as “dynamic”, “powerful”, and “thought-provoking.” She builds on her wide-ranging experience guiding executives, leaders and employees in the public and private sectors throughout Canada to create shifts in the way they relate to their work and their colleagues.

She stimulates participants to challenge their perceptions. Joyanne has the ability to lead workshops that are practical and easy to apply in real-world situations. Her plain talk, humour, and boundless enthusiasm are contagious. Joyanne holds a Master of Education degree.

Workshops:

- **Turning Down The Heat: Being Reasonable with Unreasonable People.**
- **Fire on All Cylinders: The Spirit of Teamwork**
- **Talk About It: Smart Conversations in Challenging Situations**
- **Supervising Challenging Employees**
- **Wired For Life: Increasing Your Happiness Level at Work**
- **Creating Your Team Charter**
- **Meetings Can Work: On Time, On Track, On Target.**

“I’ve attended a lot of workshops in the last twenty years, and this is the best one by far.”

- Dr. Don Fritz, Fraser Health Authority

“Joyanne provided an engaging, interactive, practical and fun learning experience.

- Dave Kidd, Director of Parks & Public Works, City of Port Moody

“Best development program I have ever been a part of.

- Jessica Horsburgh, Horticulture Supervisor, City of Port Moody

“I wish all instructors could leave their egos at the door, like Joyanne did. She had no ego-motivated agenda to waste our time.”

- Sharon McCulloch, Fraser Valley Regional Library

“Most valuable training I have ever had to help my people skills.”

- Steve Smedegaard, Urban Forestry Tec, City of Port Moody

“I now realize I have a choice as to how I react to difficult patrons.”

- Myra Cox, Clerk IV, Engineering, Township of Langley

“Excellent course. Different point of view from similar programs.”

- Shane, Work Supervisor, City of Abbotsford

Joyanne Landers
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