

BEST OF BOTH WORLDS: ACHIEVING WORK-LIFE BALANCE

LEADING THROUGH RELATIONS AT HOME



February 22, 2013

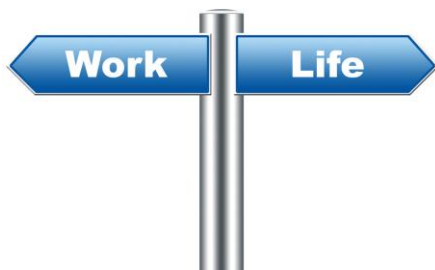
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THREE MARRIAGES



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Conversational Leadership

YOUR FIRST THINGS



List an activity that, if done superbly and consistently, would produce marvellous results in your personal life. Do the same with an activity in your professional life.

Personal

Professional

“The main thing is to keep the main thing the main thing.”
-- **Stephen R. Covey**

THERE ARE ONLY FOUR WAYS TO IMPROVE THE QUALITY OF YOUR LIFE AND WORK

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.



10 TOOLS FOR WORK-LIFE BALANCE

1. Build downtime into your schedule.

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

2. Build a support network.

Ask for help and allow yourself to be helped. Delegate more. Trust more.

3. Let go of guilt.

Guilt is one of the greatest wastes of emotional energy.

4. Commit Yourself to Exercise.

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

5. You live in a fishbowl. Establish boundaries.

Boundaries are an imaginary line of protection you draw around yourself. They protect you from other people's actions. Determine for yourself what is acceptable and unacceptable behavior from other people. As a public official, establishing boundaries is vital.

6. Drop activities that sap your time or energy.

It could be colleagues that constantly vent or gossip. It could be someone who calls you almost every day to complain. Or it could be asking yourself, "Do I have to sit on that particular committee?"

7. Let things go.

Determine your own standards. Get rid of the perfectionist notion. So what if you have to miss a service club meeting. You don't want to sacrifice the important for the urgent.

8. 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!

9. 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.

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

Book caregivers for set times each week. Go for a walk. Do something fun. Talk.

"If I had known what it was like to have it all, I would have settled for less."

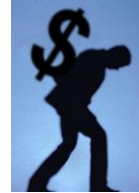
-- Lily Tomlin

30 TIPS TO SIMPLIFY AT HOME

1. Reduce the clutter in your life.
2. Speed clean your house.
3. Do all your errands in one place.
4. Build a simple wardrobe.
5. Rethink your meals with friends.
6. Turn off the television.
7. Don't answer the phone just because it's ringing.
8. Don't answer the doorbell either.
9. If you don't like the holidays, bow out.
10. Simplify your gift-giving.
11. Set a strategy for getting out of debt.
12. Stop the busy work.
13. Simplify your eating habits.
14. Take regular breaks.
15. Get up an hour earlier.
16. Be in bed by nine one night a week.
17. Learn to laugh.
18. Learn yoga.
19. Learn to meditate.
20. Clean up your relationships.
21. Just be yourself – don't try to impress.
22. Trust your intuition.
23. Stop trying to change people.
24. Teach your children the joy of solitude.
25. Do one thing at a time.
26. Do nothing.
27. Take time to watch the sunset.
28. Say "No."
29. Stop reliving the past.
30. Change your expectations (expectations are premeditated resentments).

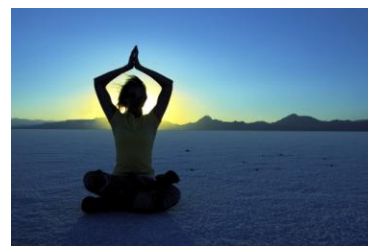
"The trouble with the rat race is that even if you win, you're still a rat."

-- Lily Tomlin



"What, after all, is a halo?
It's only one more thing to
keep clean."

-- Christopher Fry



SETTING LIFE GOALS: INCREASING MY HAPPINESS FACTOR



1 Key Goal



1 Person to Get Closer To



1 New Skill



1 Problem to Resolve



1 Fabulous Adventure



1 Thing to Let Go Of

"If you don't know where you are going, you will end up someplace else."

-- Yogi Berra

"Regardless of the situation, you always have a minimum of two options. You can go crazy or you can go peacefully. It's your choice."

-- Alice Miller

ABOUT JOYANNE LANDERS



Joyanne Landers has gained a solid reputation over the last thirty-two 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.
- **Best of Both Worlds:** Achieving Work-Life Balance
- **The Spirit of Teamwork:** Stepping Up to the Plate
- **Talk About It:** Courageous Conversations in Tough Situations
- **Supervising Challenging Employees**
- **Wired For Life:** Increasing Your Happiness Level at Work
- **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 really helped to open people’s eyes to issues they had not seen before.”
- Denise McCoy, Bookstore Manager, Kwantlen Polytechnic University

“Joyanne assisted our team to move from functional to great.”
- Dan Douglas, Manager, Community Living BC



I'D REALLY APPRECIATE YOUR RECOMMENDATIONS

- **Turning Down The Heat:** Being Reasonable with Unreasonable People.
- **Best of Both Worlds:** Achieving Work-Life Balance
- **The Spirit of Teamwork:** Stepping Up to the Plate
- **Talk About It:** Courageous Conversations in Tough Situations
- **Supervising Challenging Employees**
- **Meetings Can Work:** On Time, On Track, On Target

Can you think of any organizations, companies or institutions that would appreciate a presentation like this one, or any of the workshops listed above?

Organization	Phone	Email	Contact Name	Title

My testimonial on today's session with Joyanne Landers:

Name: _____ **Title:** _____

Organization: _____

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