

# Work Life balance

*Burning Brightly without Burning Out*

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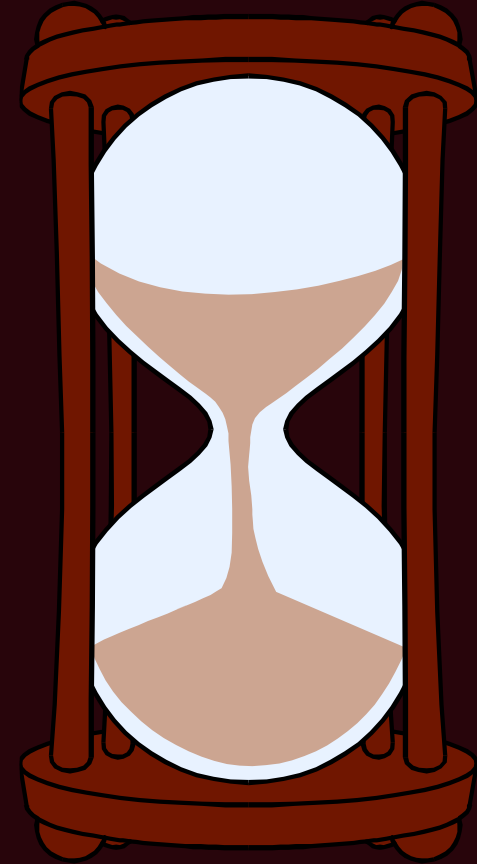
## Burn brightly without burning out

- “A cheerful heart is good medicine, but a broken spirit saps a person’s strength. -- Proverbs 17:22.
- “Relaxation brings [burnout] when done by a muscle, but brings [renewal] when done by a person.” – Mokokoma Mokhonoana
- “The person who removes a mountain begins by carrying away small stones.” – Chinese Proverb



# Rationale

- “Our two greatest gifts are time and the freedom to choose – the power to direct our efforts in the use of that time.”  
Stephen Covey
- “All my possessions for a moment of time.”  
Queen Elizabeth I last words
- A Lesson on Time Management (handout).



# Self - Assessment: How Do I Feel About Time

- Worksheet #1.
- Look for symbol similarities.
- Work in pairs and share results.
  
- Worksheet #2 – Self-Assessment tool. How Do I Manage My Time
- Again share results in pairs



# The Master Plan Funnel

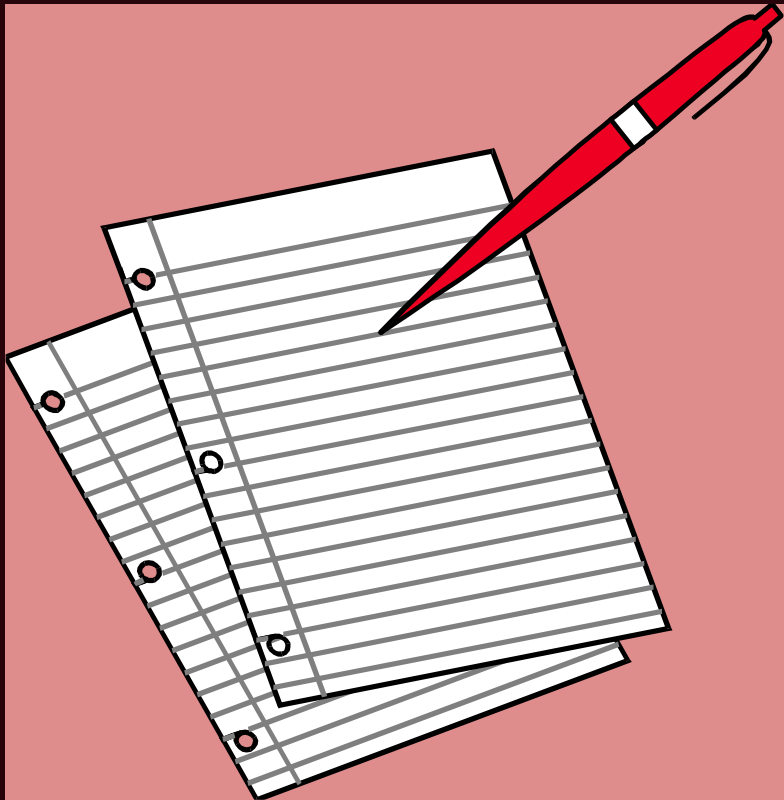


# Purpose?

- A personal, long-term affirmation of what you want “to be.”
- Example:  
“In order to be the best father, husband, son, and person I can be, I will strive to combine my interest in teaching others with my outgoing nature. Using my spiritual energy and healthy living and eating, I will strive to take care of myself, mentally and physically.”



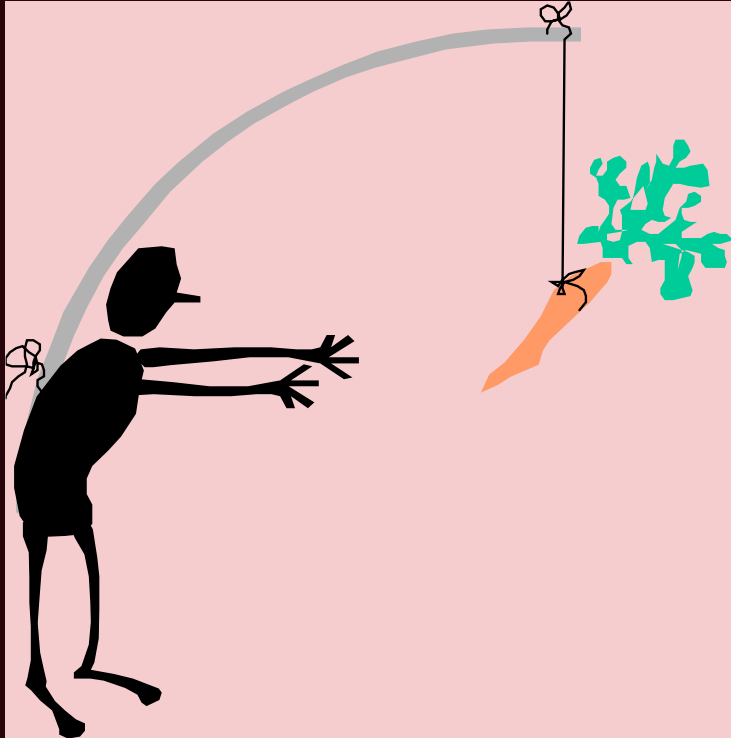
# Dominant Interests?



- The major areas of your life where you spend time.
- Ideal # is 3 - 7.
- Strive for balance.
- Example:
  - Family
  - Exercise
  - Financial Aid Teaching
  - Spirituality
  - Reading/Hobbies



# Goals?



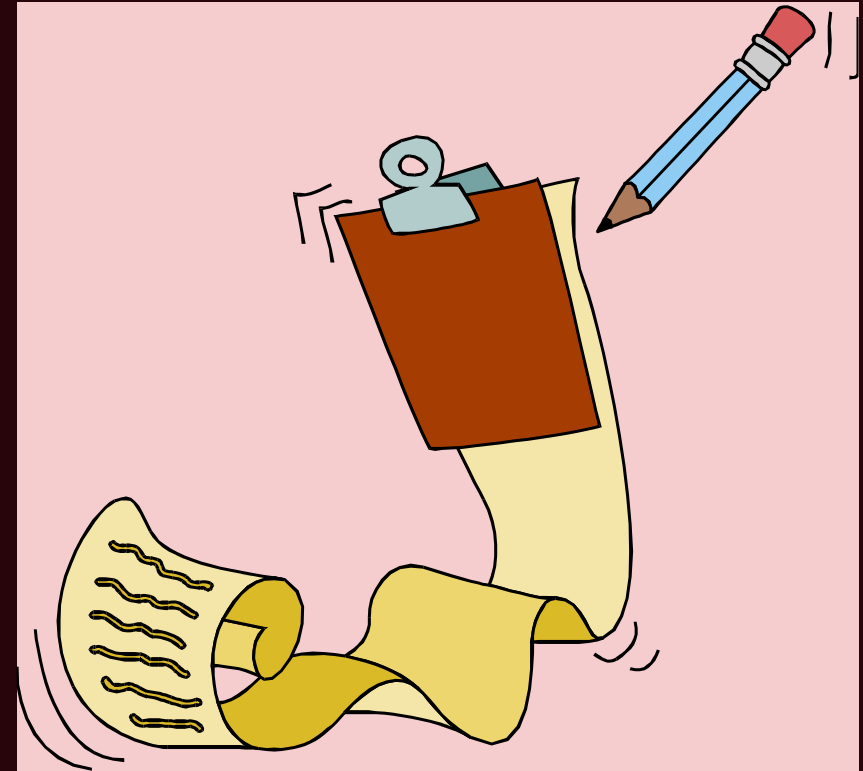
- Specific, realistic lists of what you intend to do on life's journey.
- Remember the "7Rs":
  - Respectable
  - Realistic
  - Record
  - Reduce to the Specific
  - Reflect Often
  - Relentlessly Pursue
  - Responsibility
- Example:
  - I will work to improve the level of customer satisfaction with the Financial Aid Office as measured by our annual survey.





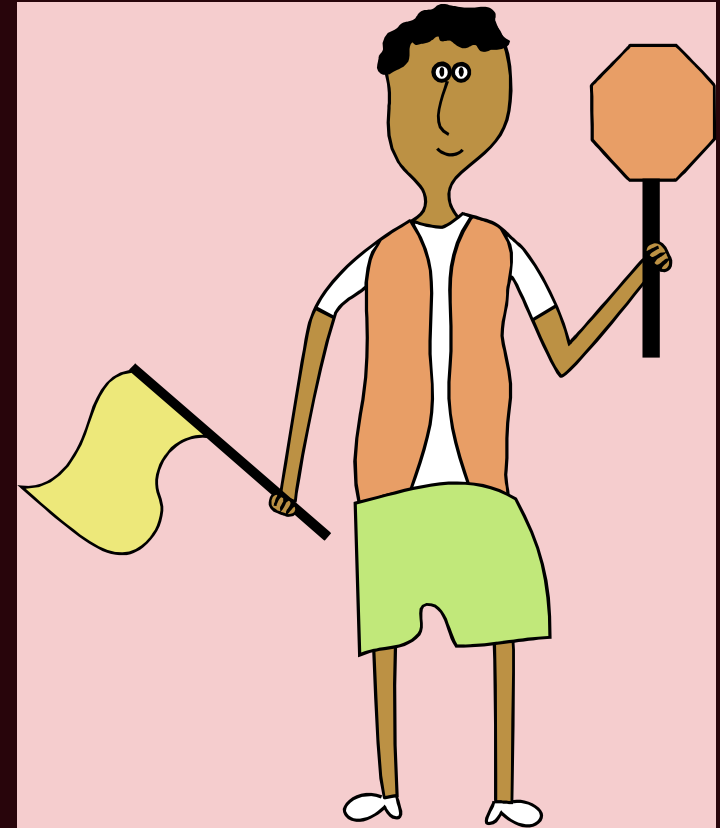
# Priorities?

- Rank your goals in order of priority.
- Keep a running tally to ensure today's unfinished project moves to the top of tomorrow's list.
- The "5Ds" system:
  - **Determine the importance.**
  - **Deadline it.**
  - **Decide on a plan of implementation.**
  - **Delegate if possible.**
  - **Do it!**

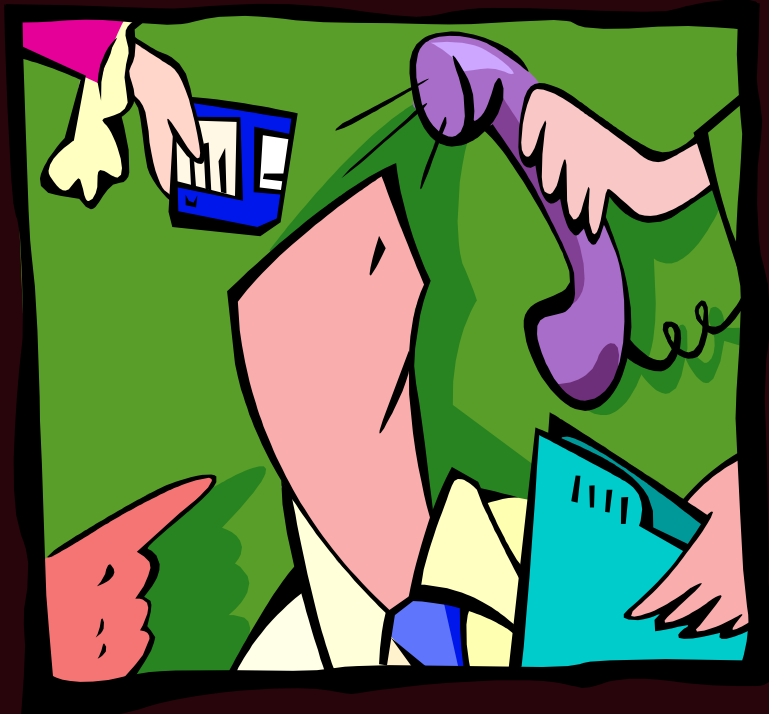


# Interrup...tions

- Self-interruptions.
- Can a customer's appointment request be handled over the phone or on Zoom?
- Schedule regular staff meetings to check in with subordinates and boss.
- Schedule quiet hour.
- Stand up when people enter your office.



# Telephone AND EMAIL interrup...tions



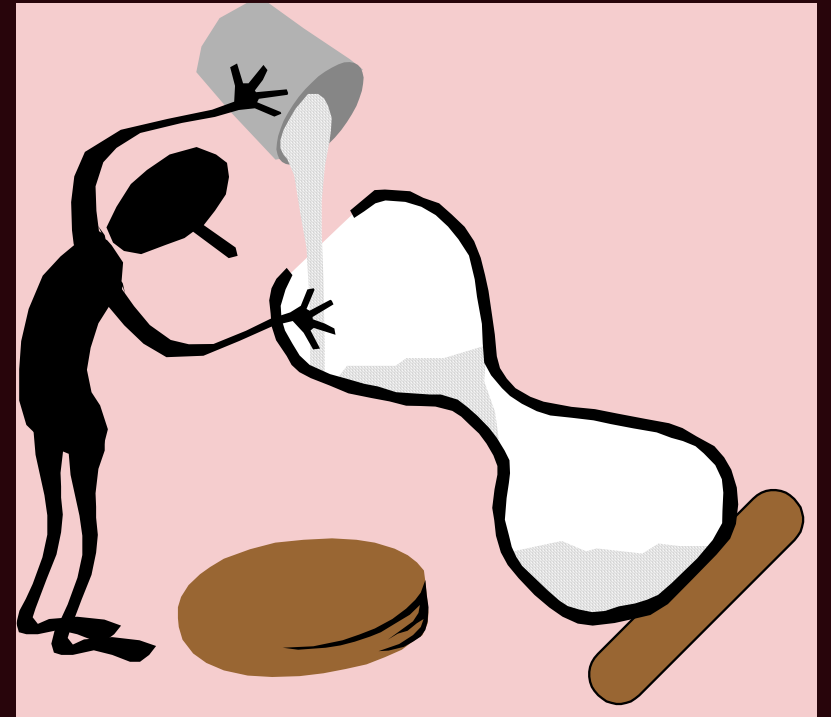
- Do you *really* need to answer the phone (or that email) right now?
- Rotation system?
- “Stay out of the wind.”
- Use voice mail / auto-responder to your advantage.
  - **Set a time to return calls**
  - **Leave detailed messages**



## Interrup...tions

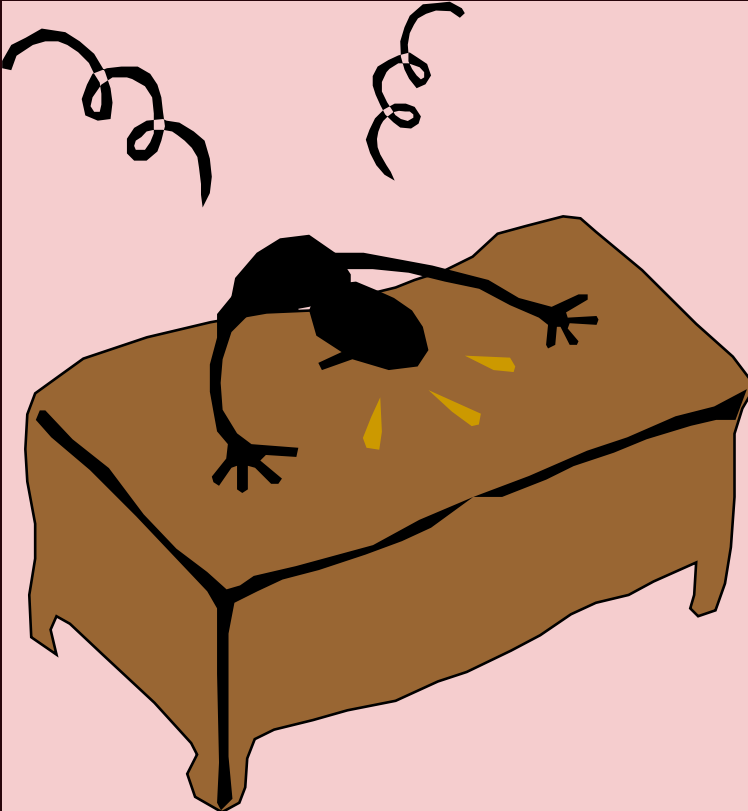
### Procrastinating

- What are the reasons for procrastination?
- Action plan:
  - Consider carefully.
  - Follow your instinct.
  - Don't second-guess yourself.
  - Good choices are more likely than bad ones.
  - Don't be afraid to fail.



# Interrup...tions

## Burnout

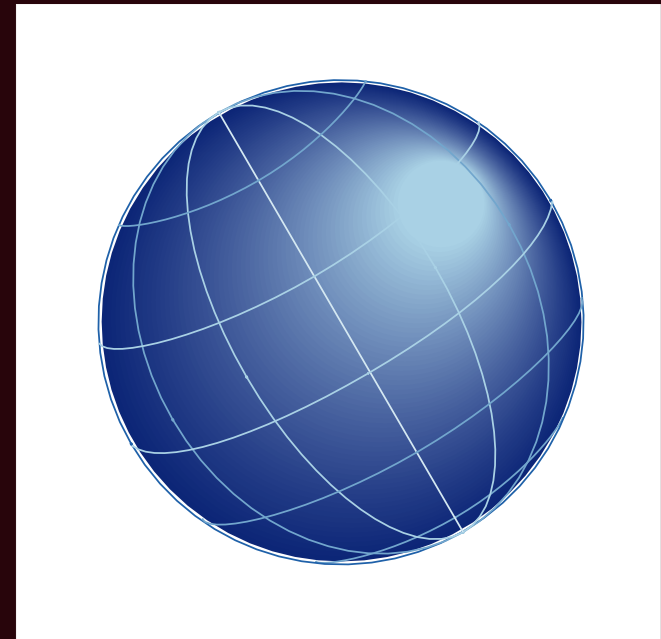


- Be balanced enough to burn brightly without burning out
- Symptoms of burn-out:
  - One dominant interest.
  - Too many dominant interests.
- Make sure to:
  - Sleep and relax.
  - Exercise.
  - Avoid tobacco and use alcohol in moderation
  - Eat a balanced diet
  - Have regular medical and dental exams
  - Laugh often, particularly at yourself



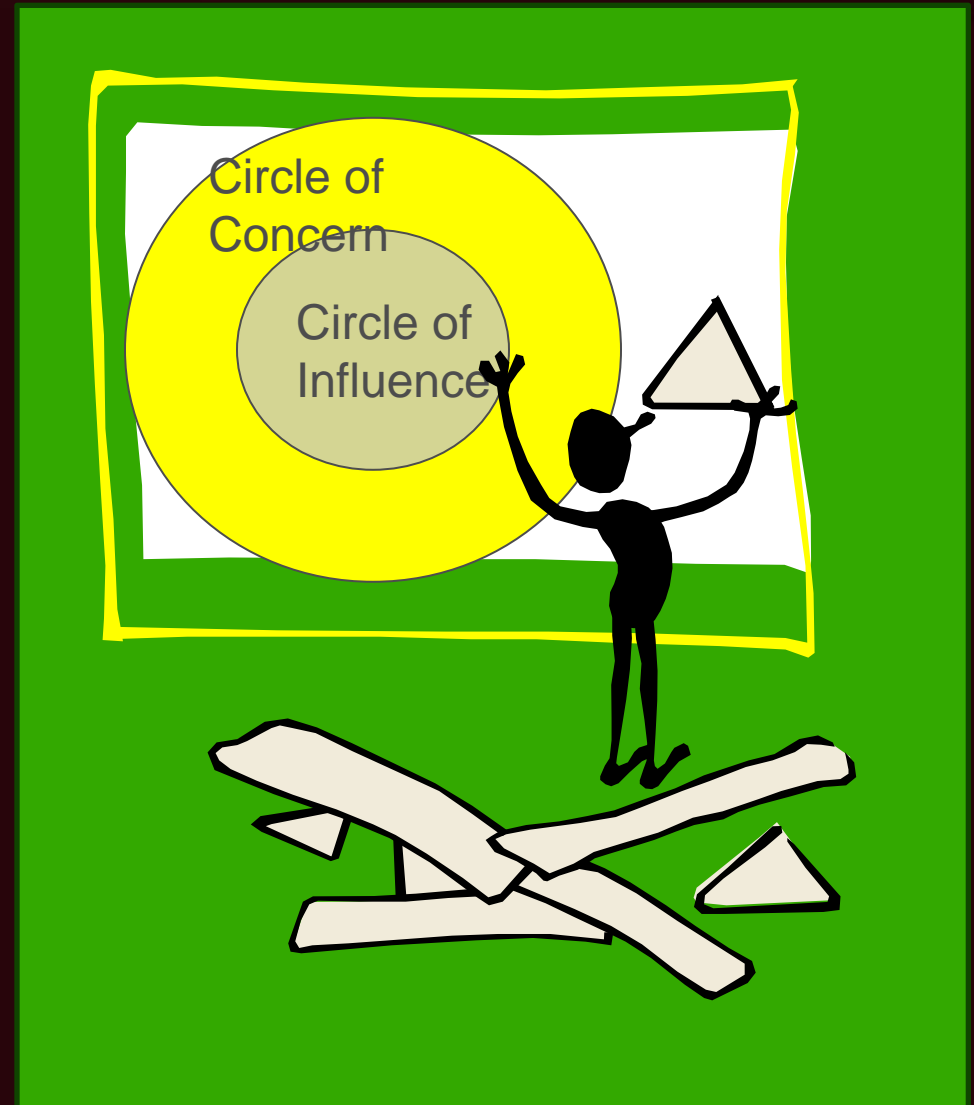
# Stephen Covey's Seven Habits

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand, Then to be Understood
- Synergize
- Sharpen the Saw



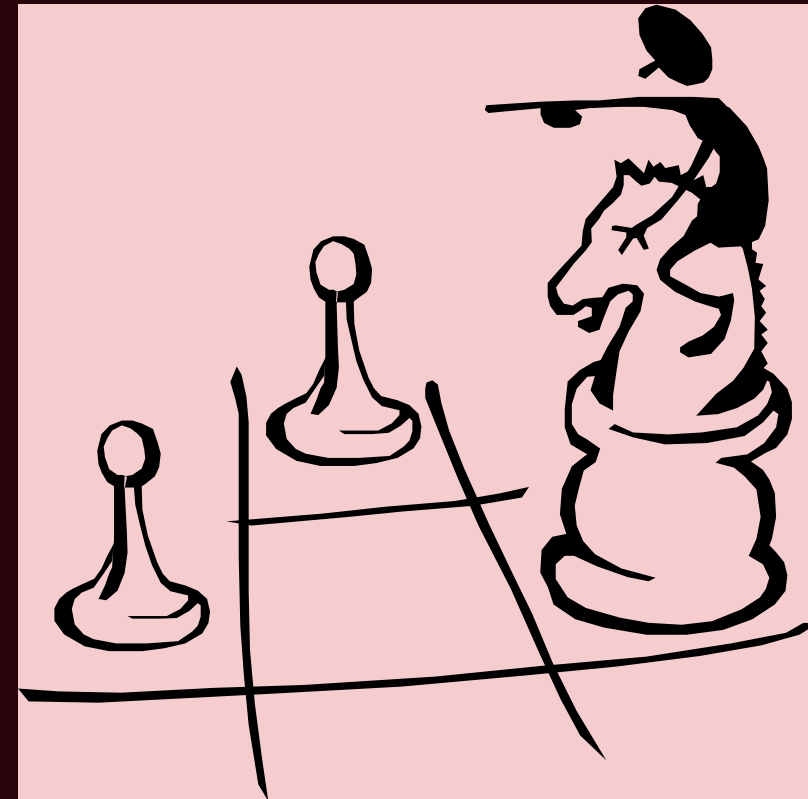
# Be Proactive

- Locus of Control
- Are you re-active or proactive?
- Circle of Influence vs. Circle of Concern:
  - **Expand your circle of influence or shrink your circle of concern.**



# Begin with the End in Mind

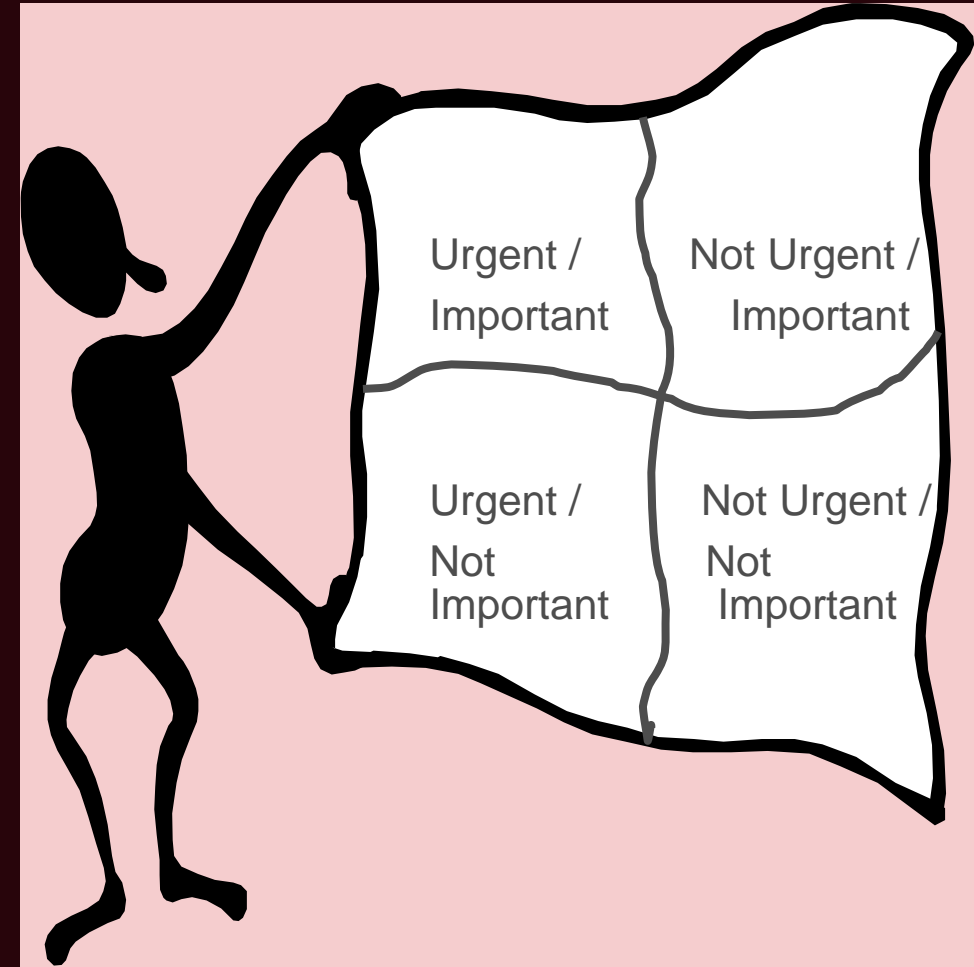
- Understand where you are going and how to get there!
- Two modes of creation:
  - **Mental or First**
  - **Physical or Second**
- A personal mission statement (or purpose) can guide in this.





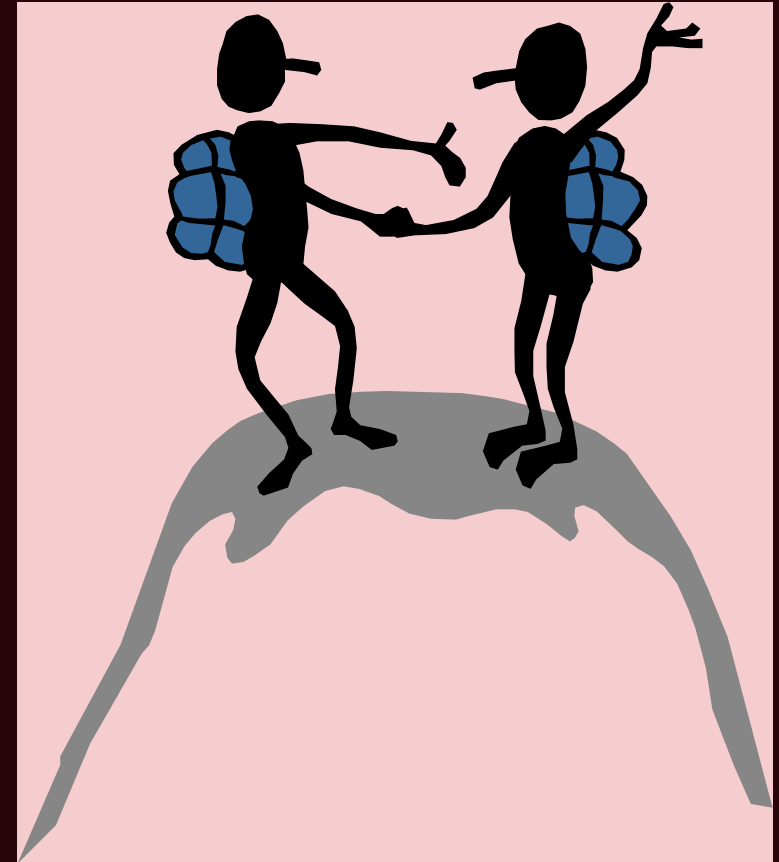
# Put First Things First

- How do we spend our time?
- What goes in what quadrant?
- How do we work to:
  - **Eliminate time spent in the bottom quadrants?**
  - **Maximize time in the “not urgent / important” quadrant?**

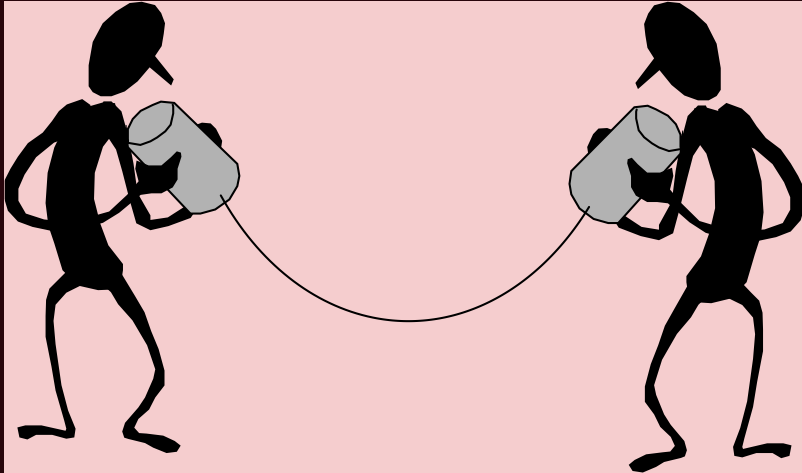


# Think Win-Win

- “Life is a zero-sum game” is the wrong attitude.
- Paradigm shift to “Win-win”
  - **Integrity**
    - Grit
    - Respect
    - Influence
    - Truth
  - **Abundance Mentality**
  - **Maturity**



# Seek First to Understand... Then to be Understood



- Empathic listening
  - Questioning and paraphrasing
  - Reserve judgement
  - Builds influence
- Seek to be understood



# Synergize

- By working cooperatively...
- And understanding our own limited perspective...
- We can truly understand how...

1 + 1 = 3 or more



# Sharpen the Saw



- Make Self-Renewal a Habit.
- Work (at least on hour a day) on your four sides:
  - **Physical**
  - **Social / Emotional**
  - **Mental**
  - **Spiritual**
- All of these light and re-light “the fire within.”



# Creating (and Using) a System

- Options:
  - **Electronic**
    - PC
    - Handheld
  - **Paper**
- Whatever system you choose, use...
- Make it a habit to use all parts of it
  - **Scheduling**
  - **Planning**
  - **Prioritizing**



# Organization



- Organize your computer by projects, not by programs.
- Organize your files -- cut down on the paper chase.
- Look at each piece of paper **ONCE!**
- Clean out your in-box regularly.



# Personal reflection

- Let's create a Mission Statement...
- Work individually to create your own using the worksheets and process identified
- Let's share a few examples once we've created them.





## In closing

- *"Whatever you're feeling, be good to yourself. If you feel lost, be patient with yourself while you find your way. If you feel scared, be gentle with yourself while you find the strength to face your fear. If you feel hurt, be kind to yourself while you grieve and slowly heal. You can't bully yourself into clarity, courage, or peace, and you can't rush self-discovery or transformation. Some things simply take time, so take the pressure off and give yourself space to grow." —Lori Deschene*



THANK YOU

