

# Managing Work & Life



# Objectives

- Identify the causes of work/life stress
- Assess your goals/priorities
- Learn how to better manage personal/family responsibilities
- Learn how to better manage responsibilities on the job
- Review time management skills

# Stressed? Overwhelmed? You're Not Alone!

- 61% of adults say they would give up some of their pay for more time with their family
- 42% of workers have responsibility for children under 18 years of age
- 46% of employees either feel overworked and overwhelmed by the quantity of their work, or lack the time to step back and reflect on their work
- More than 22 million families provide some kind of unpaid, informal elder care and 64% of caregivers in these families are employed full- or part-time
- 40% of people caring for elders also have child care responsibilities
- The ability to balance work and home life was ranked as the second most important retention factor by employees and the 5th most important by HR professionals.

# Causes of Work/Life Stress

- Conflicting goals and values
- Family/personal relationships
- Career/job issues
- Time pressures



PARENT

CAREGIVER

PARISH MEMBER

**Which roles do you play?**

NEIGHBOR

EMPLOYEE

COMMUNITY

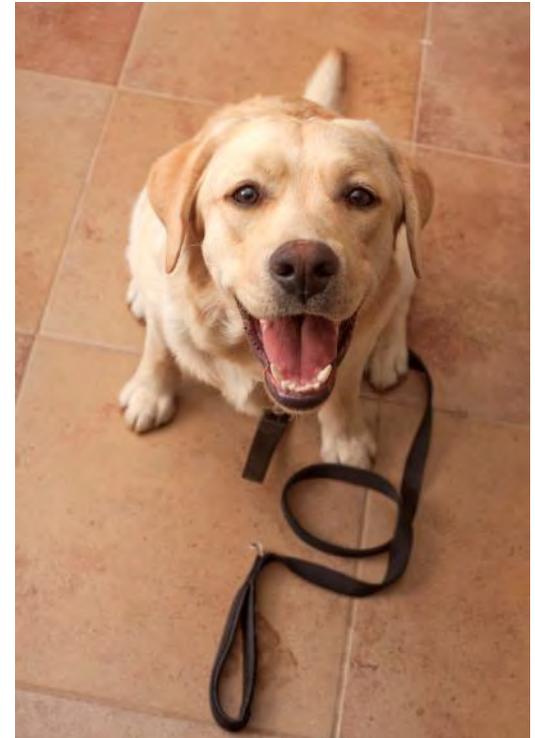
VOLUNTEER

# Assessing Your Goals/Priorities

- What are your work values?
- What are your personal values?
- Describe your career goals?
- Describe personal goals?
- Are these goals in conflict?
- How will you achieve balance?

# Managing Family and Personal Relationships

- Are my children in good care?
- Are my mom and dad healthy?
- Do I spend enough time with my partner/spouse?
- When will I have time to pay my bills? Clean the house?
- Who will walk the dog if I don't get home in time?



# Managing Work and Family

- Make reliable dependent care arrangements
- Plan for the unexpected
- Spend quality time with your loved ones
- Make time for your spouse/partner
- Don't forget your pets
- Keep the lines of communication open
- Get organized

# Managing Work and Family (con't)

- Use a family calendar
- Review schedule of activities weekly
- Set up a central command station
- Use checklists for chores, shopping, etc.
- Say “no” to clutter



# Managing on the Job

- Know what is expected of you
- Stay focused on the job
- Use breaks to your advantage
- Take advantage of holidays, personal days, etc.
- Investigate company resources
- Have fun

# Easing the Transition Home

- Use your commute to unwind
- Take a break
- Compartmentalize



# Are You a Workaholic?

- Do you feel guilty when you are not working?
- Are you restless when you're on vacation?
- Do you read only work-related materials?
- Do you communicate better with co-workers than with family and friends?
- Do you thrive under pressure?
- Do you equate success with hard work?
- Do you have difficulty getting involved in activities other than work?
- Do you find it rewarding to talk about how hard you work?
- Are you more relaxed when you work?
- Do you prefer being at work to being anywhere else?

# Time Management

- Make a “to-do” list
- Plan ahead
- Get organized
- Use your time off to your advantage
- Simplify tasks
- Enlist the help of your family
- Prioritize your activities



# Taking Care of Yourself

- Set aside time each day
- Take a day off
- Eat a balanced diet
- Drink plenty of water
- Get regular physicals
- Exercise
- Get enough sleep
- Make a date with yourself
- Re-evaluate your goals regularly

# Tips for Managing Stress

- Stay positive
- Practice healthy habits
- Make time to relax
- Focus on constructive problem-solving
- Avoid isolation
- Join a support group
- Try relaxation techniques
- Seek professional help

# Relaxation Techniques

# Let WorkLife4You Make Your Life a Little Easier!

**Contact WorkLife4You 24/7:**

**1-877-WL4-NOAA - (1-877-954-6622)**

(TTY: 1-800-873-1322)

**<http://www.worklife4you.com>**

Look for the Member Login box

Not a registered member yet? Follow the “**Start Now**” link and  
enter Registration Code: **noaa**



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