

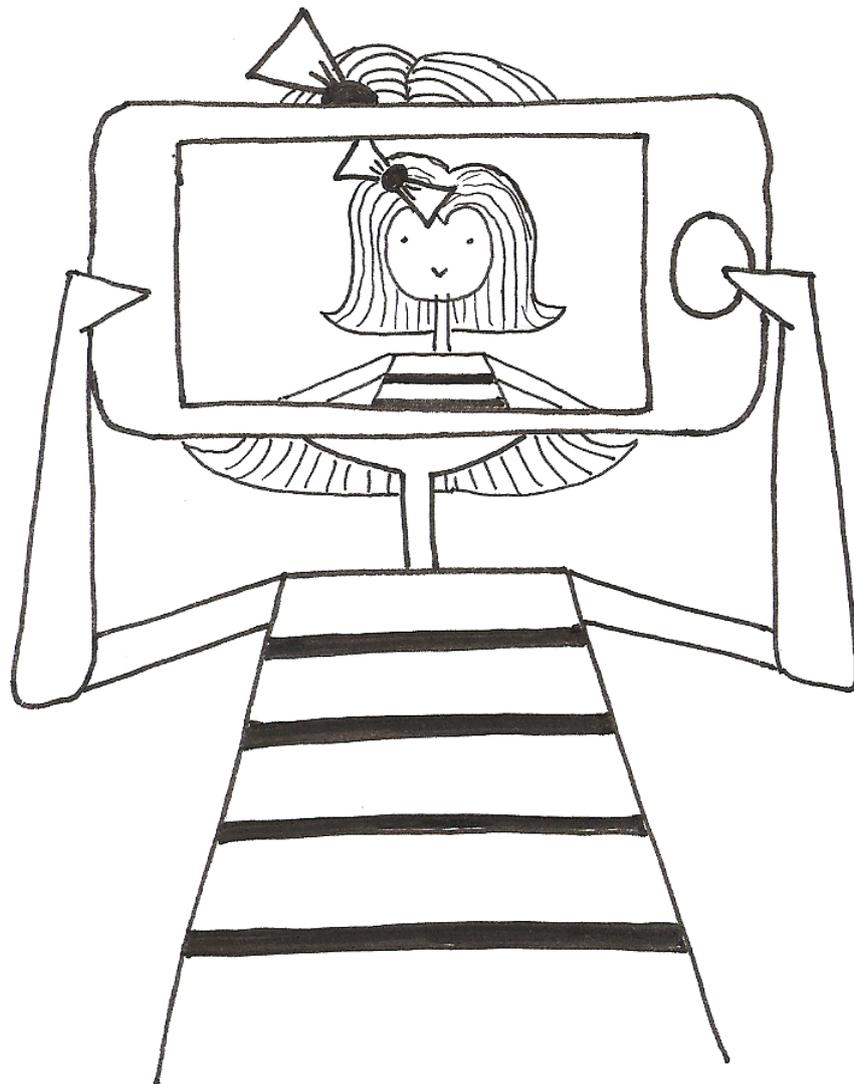
savvy step 1

4 savvy steps to getting more done without working more hours

This is a preview
the number of pages is limited

taking a selfie

“an honest snapshot of your time”



4 savvy steps

to getting more done without working more hours

Savvy Step 1

Taking a Selfie - an honest snapshot of your time

Savvy Step 2

Where's your time going? - preparing to make changes

Savvy Step 3

Creating good habits - and dumping bad ones

Savvy Step 4

Rev up your engine - and choose your destination

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savvy step 1

what's on the menu?

In this session we're going to...

- question what worklife balance means and looks like to us
- identify what is most important to us in our life
- examine our perception of time and see how it compares to reality
- record how we spend our time during the week

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introduction

“Being busy does not always mean real work. The object of all work is production or accomplishment and to be either of these ends there must be forethought, system, planning, intelligence and honest purpose, as well as perspiration. Seeming to do is not doing.”

Thomas A Edison

It's no secret that pace of life has increased over the years and our fast busy 24/7 world where communication and information are coming at us from all angles can leave us feeling pretty stretched and frazzled.

Although it's hard to quantify how much the pace of life has increased as there are just so many variables and the prospect of trying to take the huge number of necessary measurements is just mind boggling, it's fair to say that we've probably all felt and sensed this increase in pace in both our work and home lives. We dash from one thing to the next trying to fit everything in and achieve the work-life balance we're aiming for.

So when we talk about work-life

balance, what exactly do we mean? It certainly sounds like a good idea and implies a certain degree of being happy and in control. On the other hand, at times it can feel like a mystical ideal of a concept that seems to remain just out of reach.

The expression “work-life balance” was first used in the UK in the late 1970s (i). However it's hard to find a definitive definition probably because undoubtedly it will mean different things to different people and quite possibly take on a different meaning at different times in our life.

“Work-life balance is a concept including proper prioritising between “work” (career and ambition) and “lifestyle” (health, pleasure, leisure, family and spiritual development / meditation).” (ii)

I like this definition as it recognises that our lives are than just a two dimension of work life and home life. It includes many areas of our lives which are likely to be important to us and so may be work-life balance is about splitting our time, effort and energies between all the different important and valued parts of our life.

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introduction

Sounds reasonable but if I'm honest it sounds a bit clinical to me. Surely if work-life balance is this amazing concept we're striving for it must be more than just a case of dividing up time. I think work-life balance is about finding accomplishment and happiness in the areas of our life which are most important to us.

I think work-life balance is not about being equal with our time and energies, it's looking at what's important and where the need is the greatest. It's about being flexible. It's about finding fulfilment in all the areas of our life.

It's hard but if we give ourselves permission to be off balance and be unequal then we take some of the pressure off ourselves. One day we might have to put all our energies into work but then another day we give our all to time with the children, our partner or time just for ourselves.

Trying to be everything to everyone and doing everything perfectly all the time is a really tall order, in fact I'd go as far as to say, impossible.

Remember Wonder Woman and

Superman are fictitious characters! So put away that cape! Amongst the day to day unevenness in our fast paced lives it's a sense of balance we're looking for along with fulfilment and happiness.

"Wonder Woman and Superman are fictitious characters. So put away that cape!" Lisa Monis

end of
preview

end of preview

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INTERESTED BUT NEED A BIT MORE PERSUADING?

Go to www.worksmartworksavvy.co.uk and have a look through some of the Q&As

“The way to get started is to quit talking and begin doing.”

Walt Disney

WORK SMART WORK SAVVY
The place to come when work gets crazy