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Creating Work Life Balance - *For Yourself and Others* June 2022



I am hearing more and more from my career coaching clients that a healthy work-life balance is one of their top priorities. Some are leaving jobs because they just don't have it in their current workplace and don't see adequate changes on the horizon.

Short of changing jobs or roles, how can you achieve a better work-life balance so you don't feel like you are constantly on a



*Are you seeking a
PROMOTION
or perhaps
A NEW ROLE
in or outside your
current organization?*

*Take Advantage of
a **COMPLIMENTARY,**
NO-OBLIGATION
COACHING SESSION!*

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*I am an
experienced
career coach. I work*

treadmill? Here are just a few ideas for you to chew on and possibly try out.

- ***Start by creating a vision and setting a goal.*** What does a healthy, acceptable or ideal work-life balance mean to you? What would it look like? What would it feel like? What currently gets in the way of that goal and what are the obstacles you can remove? If you don't know what it is that needs to change, it may be harder to make it happen.
- ***Decide, specifically, how you want to spend your time differently.***
- ***Planning is crucial.*** Sometimes, it isn't just about having more time, but it's about having a plan to spend your time doing the things you want to enjoy. Know this, there will always be things in your face, whether at work or at home, that will take up your time. Be brutally honest about what you want and what you do now that isn't that important. Prioritize the things you want; build them into your plan – AND knock out of the plan the things that are not a priority. I know from teaching time management over the years, and following the things I teach, that I am at least 50% more efficient and effective if I have a plan for each day, I stay focused and I don't allow myself to get unnecessarily side-tracked. That does not mean that plans don't change and you don't need to build in flexibility to your plan. Build into your plans the things you want and when they're built in, you'll do them. That's different from wishing you had time for them. Plan them in far enough ahead that you have time to plan and you'll find yourself making things happen instead of just wishing for them. For example, do you have some friends you haven't seen in a long time and you're complaining to yourself that you wish you had more time for friends? Call them up, pick a date, put in on your calendar and watch it happen. When you actually put things on the schedule, you make time for them, but if you wait until you have "free time" you probably never will.

with folks early career all the way to C-Suite individuals seeking a new position or promotion, internally or externally, and those starting a new role. Let me share a little about the process I use to help you land in the RIGHT job and then start strong to show that you were the right choice!

First, I will work with you to understand and help you get clear about what you want.

Second, I am skilled at helping you uncover strengths and skills you don't recognize in yourself. I'll show you how to dig deep and raise your awareness of the value you bring to a potential employer.

Third, it's not enough to recognize your value. I will help you develop your "elevator pitch" and learn how to characterize and communicate your value, skills and strengths in ways that cause networking contacts, interviewers and hiring managers to sit up, take notice and remember you in a very positive way.

Fourth, I will show you effective ways to broaden your network and open doors.

Continually, I will be a thought partner through your job search or promotion process and beyond. I will help you strategize for interviews, serve as a consultant in preparing for and negotiating job offers, and walk you through a process to prepare for your first days on the job and make onboarding a tool you use to fast-track

- ***Find out where you are spending your time.*** One way to knock out things that are getting in the way of what's not a top priority, is to log your time by 15-minute increments for just one week. Don't cheat. Be honest and find out where your time is really going. You'll be surprised what that data might uncover. None of us really want to admit the ways we waste time, but we all do it. Then, plan to focus more on the things that will make your life feel a whole lot more enjoyable and balanced.
- ***Find ways to be more efficient.*** Get together with a group of friends and share the ways you each do things to be more efficient with your time. I always hear great ideas from other people. And some of the things are pretty simple. Here's an example – Consolidate trips away from the house and keep a list of errands together and keep all the receipts, lists, items to return, etc. in one place so it's grab and go. Wherever you can implement systems and organization, it cuts down on wasted time and effort.

What about creating a better work-life balance among your team or for your direct-reports?

- ***Start by asking each other what would make it better.*** You honestly don't know what people need and what's getting in their way of a better balance unless you ask. You might know some things or have heard things, but asking directly also shows you care and that you have some intent to try and help improve it.
- ***Flexible work hours or common times for availability to the team allow everyone to work in ways that are most efficient and helpful to them.*** During this pandemic, it has become evident that employees really will get their work done – even when they're not in the office. No one needs to be standing over them. And people work more effectively at different times of the day. Can you create some

your success in the first few months.

Reach out for a complimentary call and let's chat.

“

Forget work-life balance...

DO THE THING

YOU WANT and create systems to support that.

Perfectly imbalanced in the direction you want to go is perfectly acceptable.

—
RICHIE NORTON

I'VE LEARNED THAT YOU CAN'T HAVE EVERYTHING AND DO EVERYTHING AT THE SAME TIME.

—
OPRAH WINFREY

“
WE NEED TO DO A BETTER JOB OF PUTTING OURSELVES HIGHER ON OUR OWN 'TO DO' LIST.

—
MICHELLE OBAMA

common times during the day when the whole team will be available to each other (within reason of course) so that folks can work at other times during the hours that best suit them. Some people work best late at night and others early in the morning. People's best work time isn't always between 8 and 5. I've heard so many stories from clients about how much the flexibility of **when** they did their work at home made such a huge difference in their work-life balance.

- ***Being back in the office doesn't have to look the same.*** Even if your company is now requiring folks to be back in the office part or full-time, you may still be able to provide flexibility of the number of days and the range of hours when they can be in the office.
- ***Ask each other what they found that worked for them when they were working from home.*** What did they do differently that worked and made them more efficient or effective or gave them time to exercise, eat healthier meals with time to prepare them, etc. You might learn from each other, and you may be able to find ways to accommodate, even in the office, some of what worked well for people at home.
- ***Think outside the box.*** I've heard of companies now adding day-care centers and after-school centers to their offices – why not add an employee laundry room so employees can throw in a load of wash between meetings.

Every one of your situations is different. Talk to each other, get clear about what you need, create a plan and go after it! Make it better for yourself and others.

One more thing: Don't allow yourself to get caught in the trap of work-life balance being in separate boxes of your life. A lot of my work-life balance comes not from separating work and personal time, but from intermingling them. I may do a little work first thing, then go out for a bike ride in the morning and plan my calls later in the day, have dinner with friends and wrap up some things before I go to bed. I changed my mindset

The Key is
Not to
Prioritize
What's on
Your Schedule
but to
Schedule Your
Priorities.

STEPHEN COVEY

There is
no such thing as
work-life balance
– *it is all life.*
The balance has to
be within you.

SADHGURU

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Since 2016, Joy has been publishing monthly articles to address everyday challenges in the workplace which are common to many. Often, topics come from you, her readers and clients. These articles are designed to help you, your direct-reports, peers

to that of intermingling the two, like weaving a tapestry of my work-life balance rather than separate boxes of my life and it works for me. I used to be someone who had to finish my work before I could play. I changed that mindset and I learned to turn work on and off like a switch. I heard once that one of the things that made a long-ago former president so effective was his ability to compartmentalize his day. I figured if it helped him, maybe I could learn to do that. So I have. I'm mentally healthier. *Be creative!*

and leaders. Feel free to download and share them.

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**If it would help to chat, reach out to me.
My offer is always open for a complimentary call.**



Joy Conley Kacik

Joy is a conference speaker, team and leadership development consultant, customized trainer and facilitator and a Certified Professional Coach with expertise in personal career coaching, job offer and salary negotiations and executive coaching.

As an Insights Discovery® licensed practitioner, Joy provides clients the added value of the Discovery® Portfolio of tools when working with individuals, teams, leaders and organizations to create inspiring visions for collaborative, cohesive teams to produce superior results.

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