

Work-life balance

PV236 – TIME MANAGEMENT & EFFECTIVENESS

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Signs of workaholism

1. You work longer than your colleagues
 - Does extra time imply greater productivity?
2. You can't stop think about work-related issues in your free time
 - It does not matter where you are, but what do you think about
 - Your body experiences stress
3. You do not feel well
 - Disrupted sleep, digestion problems, headaches, weight gain/loss, alcohol
4. Impaired relationships
 - Reduced social life, forgetting about important events (b-day), increased irritability
5. Your self-worth is linked to work success
 - Perfectionism, unrealistic expectations, dissatisfaction with sub-stellar performance, micromanaging everything

Signs of workaholism

6. You do not have hobbies
 - Reading work reports is not hobby reading
7. You feel weird when you do not have any objective
 - Does free time make you anxious?
8. You work when on vacation or when being sick
9. ...

From transactional analysis point, why people slip to workaholism...?

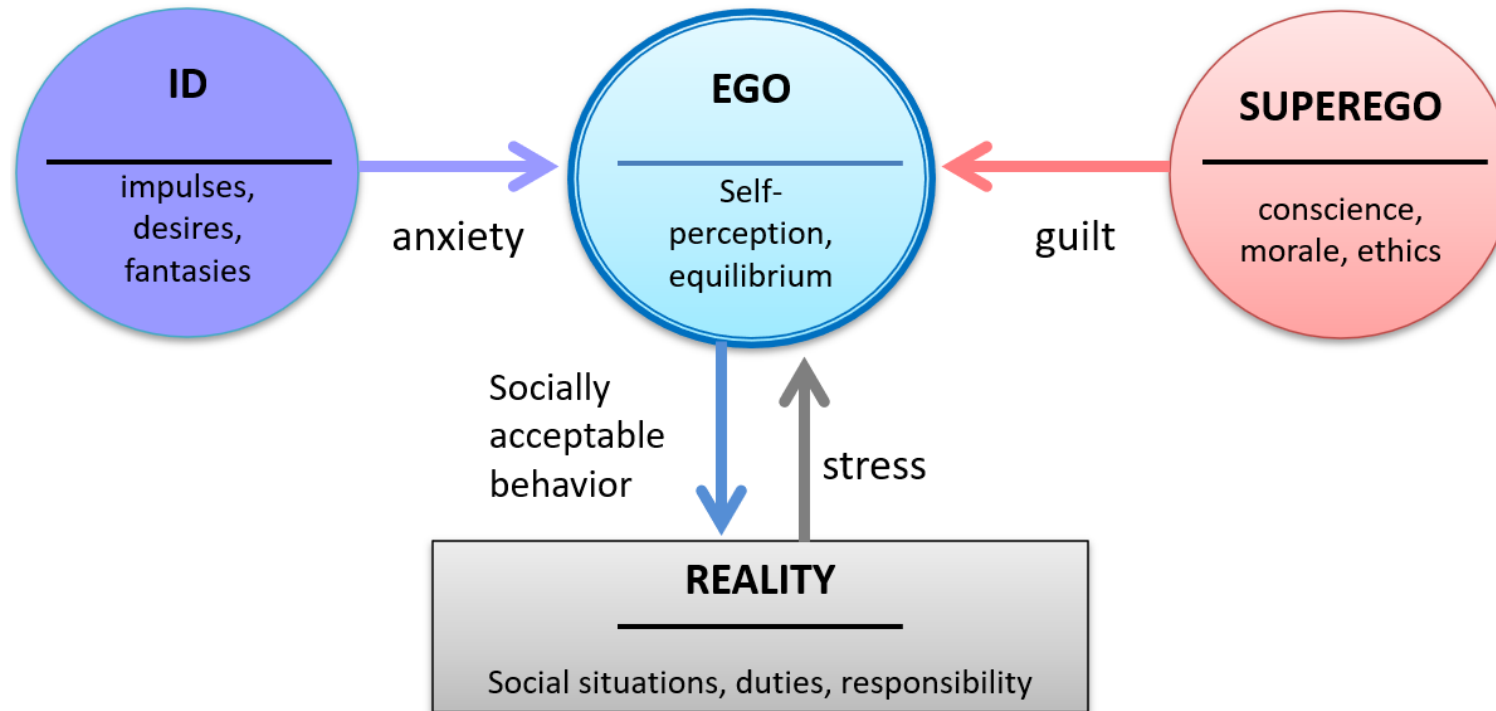
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From transactional analysis point, why people slip to workaholism...?

... because they live the “adapted child” model

Transactional analysis revisited



What to do with it?

1. Be aware of the importance of work-life balance
2. Take control of your time
3. Actively plan for non-work activities

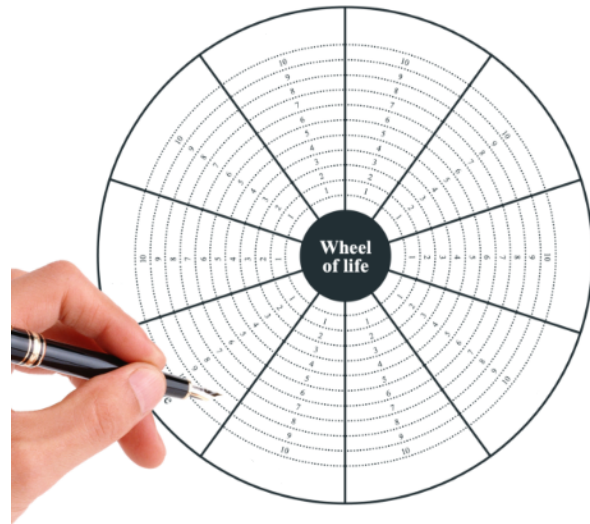
Tips for work-life balance

- First of all, what does work-life balance mean for you?
 - There is no universal best-practice, it will change throughout one's course of life
- Question your perfectionism – be “good-enough”, not perfect
- Email /phone detox – unplug yourself having doing leisure time
- Do some physical activity – get those endorphins
- Do not waste time – be efficient, remember Parkinson law
- Life changes, maybe your habits should, too?
- Find a job that you like – after all, work is part of life
- Be social, see old friends, meet new people – “Mark Granovetter: Strength of weak ties”

Wheel of Life / Life Balance Wheel



Wheel of Life / Life Balance Wheel



➔ Your homework assignment

➔ Note: Instead of a wheel, you can submit the task in a spreadsheet form, if you would like to.

Wheel of Life / Life Balance Wheel



Brainstorm for 8 different aspects of your life that are important for you

- “Life-role approach” – me as: student, brother, boyfriend, coworker...
- “Areas of life” – career, financial freedom, physical challenge...

Wheel of Life / Life Balance Wheel



Assign one aspect to one section of the Wheel



Wheel of Life / Life Balance Wheel



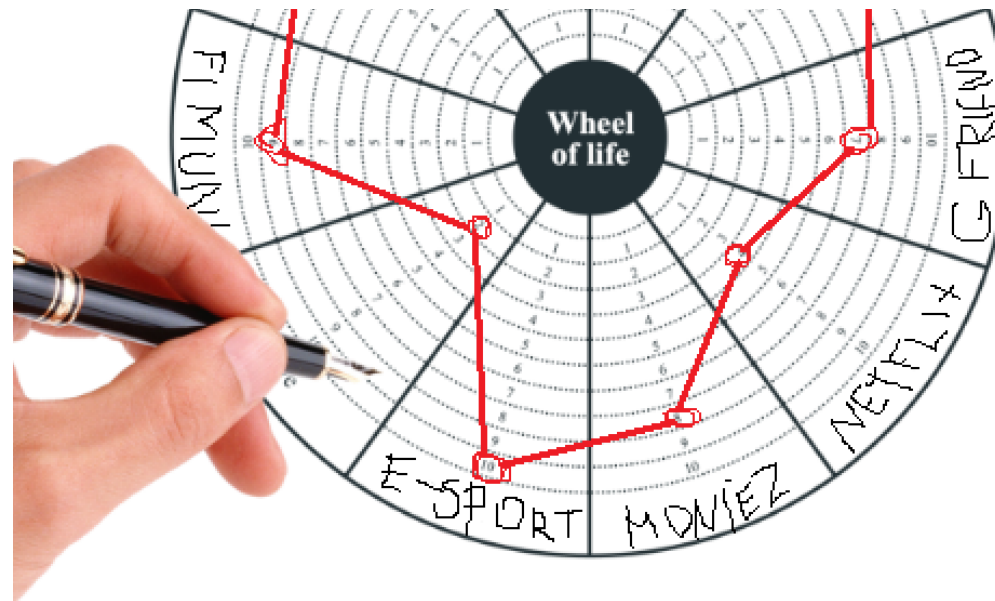
Evaluate each aspect of the Wheel on 0-10 scale based on how much time or attention do you devote to it



Wheel of Life / Life Balance Wheel



Connect the Wheel – is it balanced?



Wheel of Life / Life Balance Wheel

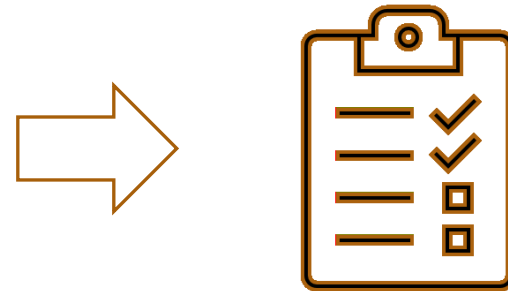


The “Ideal” – take another look at each of the sections and think about ideal value that would make you happy

Wheel of Life / Life Balance Wheel



If there is a difference between “actual” and “ideal” state, think about actions you can do to move closer to the ideal state



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Tip: WoL can be „decomposed“

