

# HEALTHY BALANCE CAFÉ

## JCEP Conference

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Stevens Point

**Patrick DuCharme**

UW Colleges & UW-Extension

Employee Assistance Office





# DO YOU SOMETIMES FEEL OUT OF BALANCE?

- How many of you ever feel this way?
- How can you tell when you are out of balance?
- When are you more likely to feel this way?
- Does the frequency seem more, less or the same as usual?
- Is the majority of stress from your work, your personal life, or is it equal?



Cumulative stress builds over time,  
often unnoticed...

it can have a major impact in our  
personal & work lives.

- Vacancies, workload, deadlines, colleagues
- Budget reductions/constraints (work & home)
- Email, voicemail, phone & PDA time drains
- Personal or family (medical, parenting, \$, etc.)
- Societal issues (financial, violence, political, etc.)

↑ **Personal &/or Workplace Issues** (conflicts, drug or alcohol use, performance, physical toll, etc.)





# PHYSICAL

- Tension
- Shallow breathing
- Head & muscle aches
- Restlessness
- Foot, leg or finger movements
- Fatigue
- Appetite, digestive & weight changes
- Sleep problems
- Pounding heart, rash, colds, flu, etc.



# PSYCHOLOGICAL & EMOTIONAL

- Mood fluctuations
- Memory &/or concentration problems
- Little joy or sense of accomplishment
- Discouraged, depressed
- Overwhelmed, full or racing mind
- Sadness, crying
- Frustration, irritability, anger
- Feeling anxious, nervous laughter, worry
- Negative attitude or self-talk
- Lethargy, boredom, spacing out, burned out





# RELATIONAL

- Withdrawal, silence, not participating (at home/work)
- Less contact with or avoidance of friends, family & colleagues
- Isolation, loneliness
- Reduced level or lack of intimacy
- Resentment & distrust can build
- Lash out, criticize or nag others



# DO YOU SOMETIMES FEEL IN BALANCE?

- How many of you ever feel in balance?
- How can you tell when you are in balance?
- When are you more likely to feel this way?
- Does the frequency seem more, less or the same as usual?
- What happens to help you **get in balance**?
- What happens to get you **out of balance**?



# Life-Work Balance A Strategic Issue

- Life-Work Balance was identified as a "Top Ten" strategic issue in the Cooperative Extension Strategic Planning process





The Council for Strategic Change framed Life-Work Balance in the context of Cooperative Extension's Purpose, Vision, & Values, recognizing that:

- 88% of Cooperative Extension's budget is in human resources
- Cooperative Extension's main interface with our community is through people
- Cooperative Extension needs to invest in, & protect, our primary resource



# Life-Work Balance is aligned with Cooperative Extension's Strategic Directions

- Creates structures that support our human resource as our primary asset
- Aligns system incentives & rewards with our values
- Builds awareness that people are central to our niche
- Fueling our resource engine depends on our ability to be responsive & adaptive to emerging issues & our ability to develop colleagues to achieve this





# JCEP Healthy Balance Café

- How does your county office culture affect your Work/Life Balance?
- How does your stage of life/generation affect your Work/Life Balance?
- What strategies do you use for maintaining Work/Life Balance?



# PERSONAL ASSESSMENT & PLAN

## List:

- Assets, Resources & Supports
- Energy Deposits

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- Deficits & Barriers
- Energy Withdrawals

## Write:

- I will do this for me:
- I will start:
- I will review & refine for success:





# TO INCREASE SUCCESS WITH SELF & OTHERS

- Instead of thinking or stating an either/or approach use words like **“let’s try, trial period & experiment.”**
- Whenever possible delete words like **“should, ought, must, have to”** & replace with **“wish, prefer, like, want, chose to.”**

# SELF-CARE ACTIONS

- Get adequate sleep
- Include physical activity or exercise
- Increase time with enjoyable activities & people
- Remember to breathe in stressful situations
- Practice slight smile, like saying “Good morning”
- Interrupt & reframe negative thoughts or distract self with positive activities/people
- Take breaks from news, internet, phone & PDA
- Limit caffeine & nicotine (quantity & time of day)
- Create friendly work/home space
- Plan healthy reward to help motivate self



# BALANCING WORK & LIFE

## ● Outside of Work

- List tasks & set priorities
  - Hold family/partner meetings to agree on responsibilities & review/refine plan
  - Consider paid help for car, home, yard, etc.
  - Develop a household calendar
  - Establish a routine
- Exercise (include friends, family &/or partner when possible)
  - Schedule:
    - fun with friends, family & partner
    - Time for yourself
  - Plan:
    - Ways to ease the morning rush
    - Transition home
    - For emergencies

# BALANCING CONTINUED

- Share Home, Yard, Pet & Vehicle Care
  - Re-think old standards & adjust expectations
  - Ask others to pitch in
  - Learn to delegate
  - Start children's participation early
  - Enforce personal responsibility
- Make Meal Time Special
  - Eat together as often as possible
  - Have everyone help &/or take turns
  - Plan & make meals ahead
  - Eat healthy meals/snacks
  - If single have some special meals, consider potlucks with friends, etc. to avoid bland, quick, boring routines





# BALANCING CONTINUED

- Reduce Stress At Work:
  - Plan realistically for deadlines
  - Prioritize tasks
  - Break up large jobs into manageable portions
  - Take breaks, move & stretch as able
  - Use your lunch time to eat, move, relax
  - Build/practice communication skills
  - Address problems directly & early

# TIME MANAGEMENT TIPS

- Write down what you did all day to understand where the time went
- Recognize/reduce time wasters
- Group/do similar activities together
- Use to do lists
- Schedule blocks of time
- Use “in-between” time constructively
- Plan tomorrow today
- Do one thing at a time
- Learn to set limits
- Delegate/share when possible
- Realistically schedule tasks & appointments
- Avoid/block interruptions
- Use technology







# Professional Time Scheduling

- Guidance document created in the 1990's, revised between 2004-2009 in response to concerns initially voiced by 4-HYD colleagues.
- Concerns based on reality that frequently scheduled evening & weekend work creates a significant challenge to maintaining a healthy life-work balance.
- Challenge is especially difficult for Extension Associates finishing degrees, & probationary faculty seeking tenure.



# Key Elements of Professional Time Scheduling

- It's acceptable to occasionally adjust or "flex" one's work hours during a week in which considerable evening or weekend work hours are required.
- Example: Work Tuesday evening until 9:00 p.m. due to a meeting (12 hr day with one hr lunch); begin work on Wednesday at 10:00 a.m. & work until 5:00 (6 hr day with one hr lunch).
- Applies to both full & part-time unclassified staff .
- Must communicate use of professional time scheduling so office colleagues are aware that schedule is being adjusted.
- Should be carried out in context of each office's operational guidelines & in accordance with existing leave policies.





# Professional Time Scheduling is NOT

- This is not an hour-for-hour tracking of hours worked over the standard 40 hour work week, nor is it compensatory (comp) time--as salaried employees are compensated by the job, not the hour.
- This is not a way to build up time so that one can take every Friday afternoon off, nor to accumulate paid time off for anticipated vacation or medical leave.
- Using professional time scheduling should not hinder clientele access to Extension programs & services.



# To Locate The Professional Time Scheduling Document

- <http://www.uwex.edu/ces/hr/policies/index.cfm>
- **COOPERATIVE EXTENSION UNCLASSIFIED STAFF POLICIES** (*policies and practices that have been adopted by Cooperative Extension to more effectively implement UWS and UWEX unclassified staff policies within Cooperative Extension*)
- [Academic Staff Title Prefix Review and Forms](#)
- [Academic Staff Title Prefix Review FAQs](#)
- [Professional Time Scheduling for Unclassified Staff](#)





# *The 7 Habits of Highly Effective People Signature Program*

- Helps participants improve their performance & results by first building a foundation of personal effectiveness, then by working successfully with & through others.
- The 7 Habits are:
  - Habit 1 Be Proactive
  - Habit 2 Begin with the End in Mind
  - Habit 3 Put First Things First
  - Habit 4 Think Win-Win
  - Habit 5 Seek First to Understand
  - Habit 6 Synergize
  - Habit 7 Sharpen the Saw
- The next program will be held December 6-9, 2011. Go to the following site for registration information:

<http://www.uwex.edu/ces/pdande/leadership/leadworkshop4day2.html>



# YOU CAN DO IT!

**Waiting** often leads to more stress & a delay in feeling better.

## TAKING CARE OF YOURSELF ISN'T SELFISH!!

- It helps ensure you'll be better able to cope with stress, do your work & be a good friend/family member.
- For further stress management assistance you can consult with **Employee Assistance 608-265-5127, 800-385-8511**, [patrick.ducharme@uwex.uwc.edu](mailto:patrick.ducharme@uwex.uwc.edu) or contact **your health provider**.