

2011 JCEP Conference
Health Balance Café session
Hosted by the JCEP Issues and Concerns Committee

Participant strategies for maintaining life/work balance:

- Exercise
- Don't check email/voicemail while on vacation
- Separate work and home – no email at night
- Use auto reply and VM message to let people know when you are available.
- Hobbies -knitting, worms, bowl
- Polish language class – something just for me, on the schedule, reason to say no to requests
- Schedule two meetings simultaneously for efficiency
- Block out time on calendar – ask requester to email the request to me
- Professional time management guidelines
- Ask requester to specify my role and responsibility in the project
- Regularly schedule long weekends – leave town, leave state
- Encouraging each other to take comp time, vacation time, furlough
- Take care of each other
- Celebrate and encourage saying “No!”
- Give up something when taking on something new
- Put schedule, and where you are on voice mail. That way public knows how much is being done.
- Taking time for hobbies, activities.
- Look ahead, plan, and share calendars
- Celebration Box = Monday staff meeting (shared)
- Make others aware of life situations – sick children, parents. Show empathy. Concern shown.
- Work can be a healthy distraction! It can be the constant.
- Ask co-workers, “How are you?” Check-in with each other – “Do you need a hug?”
- Colleagues support life choices
- Be in the office during the time you are most effective!
- Worry about your own work – NOT OTHERS.
- Ask for help!
- As long as the work gets done, we don't care how many hours you work.
- Talk with colleagues
- Need time management tools.
- Multiple “publics” expectations - are they “get your time when they want”
- Limit my time and communicate that to my clientele
- I have boundaries

- Take care of myself
- I can't be good unless I'm well
- Family communication
- If the Dean says it's ok, it is ok!
- Meal planning
- Time with friends
- Using flex time
- Working out – exercise
- Get out of town
- Get involved with organizations not associated with Extension
- Live in a different county
- Make an effort to prioritize
- Bring family to professional development conferences
- We check in with each other/supportive environment
- Shared knowledge about clients
- Network of friends/community
- Networking at conferences like JCEP
- Put family stuff on work calendar
 - Color coded
 - On phone – online
 - Family calendar on fridge or common area
 - Also work stuff on family calendar
- Do no brainer stuff (like knit or crochet)
- Take the time every night to solely devote time to family members
- Plan fun in the office
- Exercise for half an hour after work
- Communicate your time priorities to colleagues
- Walks during lunch (with work colleague)
- Listen when stressed colleagues talk
- Celebrate office birthdays
- Listen to less talk radio
- Limit the time but provide a window for staff to talk about particularly stressful items
- Clean off desk/clean out email box
- Get support from colleagues when stress pops up
- Engage office mates in de-stress activities
 - Hide an item in the office
 - Bring in baby pictures
- Do something for administrative professional days – potato bar
- Utilize your offices “party planner”
- Use vacation – don't carry it over – don't use it
 - Schedule it into your calendar
 - Take a day for yourself – do “nothing”

- Try not to check email or check to clear things but don't add work at home
 - Be careful you don't ruin a night of sleep
- Vent
- Take vacation
- Careful of work and politics
- Calendar – mark hobbies, etc.
- Blow your horn (music)
- Don't end current vacation until next one is planned
- Laughter/joke around
- Shop at Goodwill at break
- Project time documentation
- Determine what can be given up if take on new
- Walking break (3 p.m.)
- Have lunch
- Support from spouse
- Pack own lunch/choices
- Walk away from gossip at work