How to Manage Work, Family, & Personal Life!

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Quick Check:

- Have you ever gone to work and had difficulty getting started because you are thinking about things at home?
- Have you ever been grumpy at home because of something that happened at work?
- Do you wish there were more hours in the day so you could everything done that needs to be accomplished?
Consider these facts...

- Depression costs US employers around $33 billion/year.
- 30% of more of the US workforce has some responsibility for caring for an elderly relative, and that number is rising.
- A recent study of 50,000 employees from a variety of manufacturing and service organizations found that 2 out of every 5 employees are dissatisfied with the balance between their work and personal lives.
What is Work-Life?

- Recognizes the relationships between professional and personal lives; not mutually exclusive.
- Emphasizes the whole person.
- Acknowledges that every individual wants to be appreciated for being a contributor and understood as a human being.
Juggling Home and Work

One of the greatest challenges to balancing work and home life is job demands. Job demands include “time pressures and deadlines, long hours, unclear or conflicting duties, having too much responsibility, or work that is too tiring or boring”
Consider this fact:

If you are preoccupied with personal difficulties in your life, your workplace performance and productivity will suffer.
Balancing Work and Family/Personal Life

It’s a Tough Job!!
Changing Nature of the Workforce**

- Workforce has more older employees—56% are 40 or older today versus 38% in 1977
- Workforce has fewer younger employees—22% under 30 years versus 37% in 1977
- Workforce is more ethnically diverse—21% identify as non-white versus 12% in 1977

**Data are from the 2002 National Study of the Changing Workforce, conducted by the Families and Work Institute: NY, NY.
Changing Nature of the Workforce

- 85% of employees live with someone who they consider “family”

- More married employees live in dual earner homes—66% in 1977 versus 78% today

- More married men with children have employed partners—49% in 1977 versus 67% today
Almost half of employees have children under the age of 18
- 46% have children <18,
- 35% have children <13,
- 19% have children <6

More employed parents are raising children alone—13% in 1977 compared to 19% today

One in four employees have taken care of an aging loved one in the last year

Nearly half expect to provide elder care within the next five years
Changing Nature of the Workforce

- Women with young children are the fastest growing segment of the work force.
- Men are more involved in family and home care responsibilities.
- 60% of fathers under 35 are now shaping their career plans around family concerns; active fathering is now a strong male life-goal (Working Mother, 2/93).
Impact of Changes and Trends

- According to MetLife Caregiving 2006 Costs Study:
  - 16 million full-time U.S. employees balance both careers and caregiving responsibilities for parents, spouses, children and other loved ones.
  - Resulting absenteeism costs employers more than $7 billion per year.
Is your life in balance?
Consider this fact:

When work is effective, life benefits; and when life is working, work benefits.
Your Goal: To Achieve Work-Life Effectiveness

- It’s not about the university creating your balance.
- It’s not about taking more paid time off.
- It’s not about working at home to take care of children.
- It’s about being the best employee doing your best work in the best place.
- Both UWF and every faculty and staff member must work together for effective management of personal and family life.
- Balance may not be achieved every day; the key is to effectively manage multiple demands.
- IT’S ABOUT BEING PART OF A SOLUTION, NOT THE PROBLEM.
Work-Life Effectiveness: Know your options

- Workplace Flexibility
- Health & Well-Being
- Paid & Unpaid Time-Off
- Caring for Dependents
- Financial Support
- Community Involvement
- Culture Change Efforts (managers)
Work-Life Effectiveness at UWF

Strategies and Solutions may appear as:
- Policies
- Programs
- Services
- Benefits
- Facilities
- Consultation to employees, supervisors, managers
- Events, seminars, brown-bag, workshops
- Leadership approaches
What can YOU do to improve your work-life effectiveness?

The keys to work-life effectiveness lies in:
surrounding yourself with support,
being flexible, and
learning to manage stress and time!
Time—Where does it all go?
How the average American spends time during the week

- Eating & sleeping: 70 hrs.
- Working: 40 hrs.
- Commuting: 10 hrs.
- Recreation outside home: 12 hrs.
- Recreation at home: 12 hrs.
- Family activities: 12 hrs.
- Home/personal maintenance: 8 hrs.
- Religious activities: 4 hrs.

Total per week (24 hrs x 7 days): 168 hrs.
Average American Family

- Eating & Sleeping: 42%
- Working: 7%
- Recreation outside home: 7%
- Recreation at home: 7%
- Family activities: 7%
- Commuting: 7%
- Home/personal maintenance: 6%
- Religious activities: 5%
- Other: 2%

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What about you? How do you spend your time?

- Complete a time log for 24 hours.
- What does the log tell you about yourself and your activities?
- What did you enjoy?
- What did you not enjoy?
- Did you waste time?
- Could you have used your time more effectively?
- How do you compare to the “average American?”
- Were you able to spend time doing something you enjoyed? Why or why not?
Know What You Want for Yourself

How I use My Time
Now

How I Want to Use My Time

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Top 1-2-3
Spending Your Time

- Spend a few minutes thinking about the “Top 3” things that are most important in your life.
- Write them down—and think about why these things are important to you.
- Post this list in a place where you can see it.
Putting First Things First

- I would like to spend more time doing:

- I would like to spend less time doing:

- Steps I can take to make these happen:
Being Flexible: Are Flexible Work Arrangements (FWA) for you?

- Understand the options available at UWF and their impact on salary, benefits, vacation, career advancement, etc.
- Skills Assessment. Do you have the skills and personal characteristics to work effectively in a flexible arrangement?
- Carefully assess your own situation.
- Make a proposal.
Flexible Work Arrangements

- This is the provision of a variety of flexible work options that enable greater customization over when, where, and how work gets done.
- Full-time options: flextime, telecommuting or telework (working remotely), and compressed workweek.
- Less-than-full-time options: job sharing, phased return from leave (maternity or other), and regular part-time work.
Flexible Work Arrangements: Proposal to your Supervisor

- Have an open discussion.
- Decide how you will demonstrate that work is being done.
- Work towards a mutually acceptable plan.
- Develop a pilot or trial period; evaluate at end of this timeframe.
- Discuss how you will continue to communicate.
- Explain plans to other employees.
General Employee Checklist for FWA Proposal:

- Effect on Department/Company
- Coverage/Staffing/Workflow
- Job responsibilities
- Communication
- Contingencies
- Compensation, benefits
- Timeframe
- Supervision
- Monitoring and Evaluation
Work-life programs begin in most organizations in response to the growing need of dual-income parents for child care resource and referral services.

This service has greatly expanded over the past decade to include elder care support; long term care insurance and emergency backup dependent care services for both children and elderly relatives.
Health & Wellness

- Stress reduction is the central premise of work-life effectiveness.
- Building resilience is a critical factor.
- Focusing on this category of work-life support holds the most promise of contributing to the reduction of escalating health care costs.

**Options:** Employee assistance programs (EAPs), fitness center affiliations, workplace convenience services, on-site stress reduction seminars, and proactive wellness strategies.
Financial Support

- Providing financially for oneself and loved ones from now through retirement is basic to work-life effectiveness. Benefits and compensation professionals provide critical strategies and programs to ensure work-life effectiveness.

- 401K
- Personal Financial Planning Service
- Tuition Reimbursement
- Flexible Spending Account
- Voluntary Benefits
- Accident insurance
Use of Paid & Unpaid Time Off

- Time to spend with loved ones and in one’s community is the most fundamental element of work-life support.

- Options:
  - Personal days/vacation
  - Paid holidays
  - Paid family leave for new parents (fathers as well as mothers)
  - Family Medical Leave
  - Others?
Community Involvement

- This is one domain in which employers' and employees' interests are in close alignment because both the workforce and customers come from the community in which the organization operates.
- External community outreach & internal focus on building a strong internal sense of community.
- Formal ethics programs, shared (or catastrophic) leave banks, and disaster relief funds are some creative ways of taking care of each other.
Managing Change

- Creating genuine support for work-life effectiveness at all organizational levels usually require strong leadership in the areas of culture change management, new types of management training to create an optimally collegial, flexible work environment and work redesign.

- There is a growing link between work-life effectiveness, diversity initiatives, women’s advancement, mentoring, and networking.
Additional strategies to improve work-life effectiveness

- Negotiate change with your supervisor.
- Slow down.
- Learn to better manage your time.
  Avoid procrastination.
- Share the load.
- Put first things first.

- Let things go (Don’t sweat the small stuff).
- Explore your options.
  Get help.
- Know the UWF resources available to you.
- Take charge. Set priorities.
- Simplify.
Reclaiming Your Life

Take Positive Steps to Maintain a Healthy Balance and Manage Work-Life Effectiveness
Thank you!