

Work-Life Integration

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Objectives

- ▶ Define work-life integration
- ▶ Compare work-life integration to work-life balance
- ▶ Learn work-life integration strategies

Balance vs Integration

- ▶ Work/life balance suggests an either/or mentality
- ▶ Work-life Integration denotes flexibility and fluidity to move within and between the two

Integration

- ▶ To form, coordinate, or blend into a functioning whole. (Mirriam-Webster.com)
- ▶ Why does this matter?
 - ▶ How we define work-life balance or work-life integration focuses on balance OR blending.
 - ▶ Definitions align with individual definitions of satisfaction.
 - ▶ Some careers by nature are more demanding than others and are not as easy to shut off at 5pm. It's important to be realistic about time / energy demands.
 - ▶ Life circumstances must be factored into your concept of work-life integration.

Work-Life Integration Tips

- ▶ Focus on your values and priorities
 - ▶ Align your time and energy with your values and priorities
 - ▶ Move from working harder, to working with passion
 - ▶ When faced with a new opportunity - don't say "yes" immediately, investigate all elements, weigh needs, time, and talk to mentor or family

Work-Life Integration Tips

- ▶ Hone your time (and attention) management skills
 - ▶ Find your time wasters
 - ▶ Protect your time by setting and knowing your limits and boundaries
 - ▶ Multi-tasking is a myth. Manage your attention to increase work-life energy.
 - ▶ Transition times (commute to/from work)
 - ▶ Schedule time to plan, to reflect, and for personal interests

Work-Life Integration Tips

- ▶ Get ORGANIZED
 - ▶ Keep a "TO DO" list and prioritize it
 - ▶ Email Strategy
 - ▶ Empty Inbox (4 D's - do, delegate, delete, declutter (place in folder)
 - ▶ Schedule time to review vs on-the-go phone/lpad (either way, limit 2-3x day)
 - ▶ Turn off interrupting dings

Work-Life Integration Tips

- ▶ Get ORGANIZED
 - ▶ Find a "usable" calendar system
 - ▶ Easy, sharable, real-time, integrative
 - ▶ Plan your vacations / personal / family time in advance
 - ▶ Schedule time for yourself and your interests
 - ▶ Share it with family and caregivers

Work-Life Integration Tips

- ▶ DELEGATE tasks or duties
 - ▶ At Work: identify tasks or projects that others can do, and empower them to do it.
 - ▶ At Home: create a task list and involve all family members in completing tasks (chore charts, etc)

Work-Life Integration Tips

- ▶ Establish a mentor network
 - ▶ At work, for career guidance, advice, sponsorship, skill acquisition, etc...
 - ▶ At home, make friends with other families in your neighborhood. Appreciate their skill set in parenting, puppy training, where to shop, schools, and community events.

Work-Life Integration Tips

- ▶ Cultivate relationships with family and friends
 - ▶ Quality time > quantity time
 - ▶ Schedule family time, date-night, & "no electronic" times
 - ▶ With your partner, communication is the key!
 - ▶ Be accountable to someone in your life (mentor, spouse, friend)

Work-Life Integration Tips

- ▶ Invest in Family/Home Responsibilities
 - ▶ Foster family teamwork - coordinate & delegate activities and chores.
 - ▶ Find reliable dependent care and have backup (childcare, pet care, eldercare)
 - ▶ If possible, "Hire it done!" (house cleaning, yard work, cooking, food delivery)
 - ▶ Keep numbers for home/car repairs accessible.

Work-Life Integration Tips

- ▶ Build Healthy Personal Habits (physical, mental, spiritual well-being)
 - ▶ Build in the time to exercise, eat healthy, sleep
 - ▶ Take stock of unhealthy habits and create plan to change them
 - ▶ Schedule time for your interests (read, music, art, hobby)
 - ▶ Manage your mindset: Let go of guilt, focus on values, and maintain a sense of humor!

Thank You!

- ▶ The EACC is here to help!
- ▶ We can work with you to increase work-life integration in your life.

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*Tips adapted from Julie Welch, MD, Indiana University School of Medicine
