



Conversation Hour Work/Life Balance Tips from the Xavier Community

Work Practice

- Keep separation between work and life so that I can focus on one at a time (don't integrate)
- Learn to say "no"
- Make time to attend events outside of your office
- Find a support system from either a friend or supervisor or co-worker who will send you outlook invitations in order for you to have a calendar item
- Integrate your work with your life
- Don't bring parts of me (e.g. family issues) to work
- Work only from 9:00 a.m. – 5:00 p.m. in order to manage your time better and you will be more productive
- Work smart instead of having your work spill over to your personal life
- Be centered and balanced
- Keep boundaries – professional/personal
- Regularly utilize your lunch hour – leave your office for lunch
- Get outside for fresh air when weather permits (even sometimes when weather does not!)
- Get away from your desk for lunch, either off-campus or in one of our on-campus dining facilities
- Put the cell phone away while on break
- Resist the urge to constantly check for phone messages.
- Take a 15 minute walk around campus.
- "In the moment" decision – what's the most important thing...spend more time at work? Go in late to work?
- Flexing time to meet the needs of home life....(working 10 hours days, there needs to be some flexibility in your schedule)
- Flex work arrangements during the week
- Leave work at work
- Try to let work go
- Schedule to check email over weekend
- Do not bring work home
- Walk to car from work (transition to home)
- Transit time (wait time)



Time Management

- Create a calendar item for personal and family time
- Don't take work home – figure out some way to get it done at work
- Delegating work, housework, and cooking
- Prioritize 3 top “to dos” in the morning
- Use Outlook Calendar effectively
- Listen to books on the way to work
- Use “drive time” effectively, e.g. listen to book on tape, regroup
- Limit multitasking (have to go back and correct/redo)



Time off



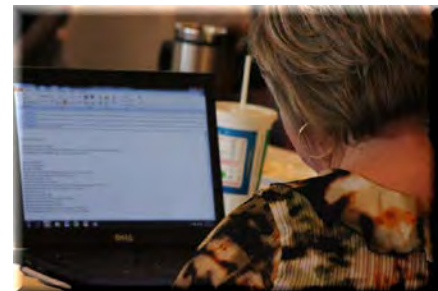
- Try not to work on weekends
- Don't work on Sunday
- Family vacations
- Makes sure to use vacation...not lose it
- Don't do work while you're on vacation.

Spirituality

- Go to mass once a week
- Learn how to struggle with spiritual needs of not being able to go to church, pray etc. – have in the back of your mind that your whole life is a prayer
- Plan quiet time in the morning for prayer and reflection – commit to this time daily as you would any other type of appointment
- Goes to mass every Sunday as a family

Technology

- Don't get work email on your phone
- Get in the “off” mode....turn computer off, turn TV off, turn phone off
- Turn the technology off
- Manage technology by
 - o Removing emails from your phone
 - o Use phone only during working hours
 - o Turn personal cell phone off
- Try not to check voicemail or email on off days
- Work from home using laptop and smart phone



Special Family Time

- Participate with my older kids in campus life (i.e. theater, basketball)
- Took full advantage of maternity leave without feeling guilty
- Have flex agreement with work
- Have lunch with your child who is a student on campus
- Utilize the flexibility Xavier provides for their employees, such as doctor's appointment for kids, without repercussions or negativity and guilt
- Take advantage of flex time
- Stay present when you are at home with your family (e.g. bedtime for kids)
- Take your vacation time
- Worth repeating: Take vacation days
- Try to be home each day after school when the kids get home
- Don't check email from home
- Leave work on time, even if it means having to work through lunch
- Eat dinner as a family every night
- Arrange for "calling time" with children living away
- Focus attention on scheduling and balancing time to be with spouse (out of town due to job)
- Book: "5 Languages of Love"
- Try to let go of responsibilities of that daughter who just moved out
- Bring kids to campus sometimes so they can "see" where mommy works
- Spend 15 minutes and talk to spouse about each other's days – after that, no discussion on work – focus on home
- Try to find that balance
- Intentional focus and commitment to do things for yourself



Food

- Lunch outside the building in which you work
- Dinner with kids at their favorite restaurant
- Eating lunch at my desk so I can be home for dinner every night on time
- Have lunch with my spouse once a month
- Crockpot!
- Dinner – no TV, no phone

Exercise

- Basketball 2 times a week
- Ride bike every morning
- Taking walks with my kids
- Take a walk
- Plan time for exercise. Some schedule to use the Xavier gym early before work so they don't have to fight rush hour traffic. Others prefer to take walks at lunch.
- Work out before coming into work.
- Takes daughter to soccer and allows time to walk and exercise while practice is underway

