

Life is a Rough Draft
Keeping Perspective to Achieve
Work-Life Balance

An excerpt workshop from:
Taking the Initiative
The Public Service Academy
Building a Foundation For Service Excellence



Presented To
Santa Monica City College

Facilitator
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Public Sector Excellence





In *Alice's Adventures in Wonderland*, Alice comes to a fork in the road. Not knowing which way to go, she asks the Cheshire Cat, who she sees resting on the limb of an oak tree, "Would you please show me which way I ought to go from here." "That depends a good deal on where you want to go," says the Cat. "I don't much care," says Alice. "Then it doesn't matter which way you go," says the Cat.

Lewis Carroll
Alice's Adventures in Wonderland

Creating a Future of Your Choice: *Taking the Initiative: Work-Life Balance* Workshop Agenda



- **Possibilities**

- *The Concept of the Four C's*: The best way to predict the future is to invent it.
- An Ice Breaker: *Who Are We?*

- **Staying in Balance**

- How to Lose Balance.
- How to Get Balance Back.

- **Making it Work: What to Do?**

- Managing Your Worklife, Time & Priorities
- Personal Effectiveness: Managing Your Own Effectiveness.
- Being Accountable: Your Role in Managing Your Own Balance

- **Managing Stress Before It Manages You**

- The Things That Cause You Stress.
- The List: 10 Things You Can Do to Deal with Daily Stress and Strain.
- Taking Responsibility for Balance.

- **A Philosophy for The Trenches**

- Building a Workplace of Mutual Respect
- Being a Great Team Player
- It's Impossible to Square a Circle.
- Letting Go of the Myth that "You Can Do More with Less."

- **"So What? Now What?"**

Creating a Future of Your Choice
& Worklife Balance
The Concept of the Four C's

! C _____

! C _____

These describe our past!

The Moving Finger writes; and, having writ,
Moves on: nor all your piety nor Wit
Shall lure it back to cancel half a Line,
Nor all your Tears wash out a Word of it.

"The Moving Finger Writes; and Having Writ"
by Omar Khayyam

! C _____

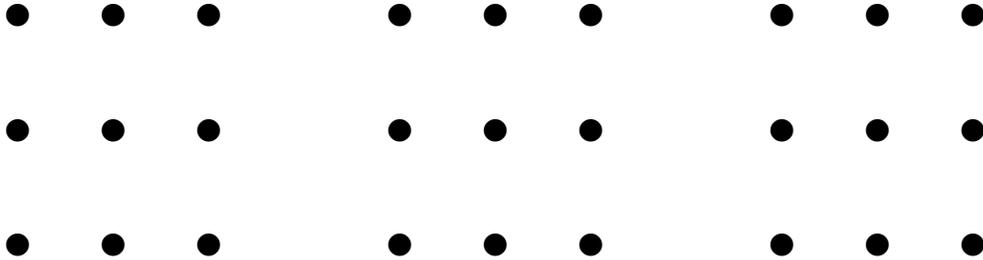
! C _____

These determine our future!

Keeping Balance

Five Ways to Lose Balance

Connect all nine dots with four straight lines without removing your pen or pencil from the paper.



How to lose balance 1. _____

"We do not see the world as it is but as we are in it."
Steven Covey - from The Seven Habits of Highly Effective People

Count the F's in the statement below

Finished files are the result of years of scientific study combined with the experience of many years.

Your answer: _____

How to lose balance 2. _____

*"The perception of a problem is always relative.
Your headache feels terrific to the druggist."*
Ramona E.F. Arnett, President,
Ramona Enterprises, Inc.

Keeping Balance

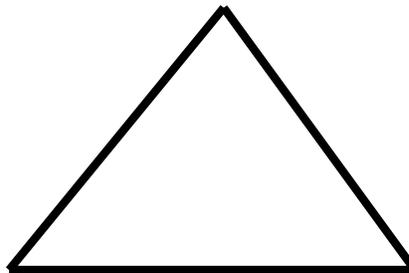
Five Ways to Lose Balance

Quickly read the following sentences and yell out your answer in unison with your group and with your workshop facilitator.

1. Never buy a pig in a _____.
2. A person without money is _____.
3. A person with a cigarette will _____.
4. A funny story is a _____.
5. A popular drink is a _____.
6. The white of the egg is the _____.

How to lose balance 3. _____

*"You can put your boots in the oven,
but that don't make them biscuits."*
Dallas D. J. on Country Radio 105.3 FM



How to lose balance 4. _____

"Here's another fine mess you've gotten me into Stanley"
Oliver Hardy

Keeping Balance

Five Ways to Lose Balance

	Can Control	Cannot Control
Act On		
Don't Act On		

How to lose balance 5. _____

"I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times I've been trusted to take the game winning shot and missed. I've failed over and over and over again in my life. And that is why I succeed."

- Michael Jordan

Seventy Three Reasons For A Closed Mind?

1. We tried that before.
2. Our place is different.
3. It cost's too much.
4. That's beyond our responsibility.
5. That's not my job.
6. We're all too busy to do that.
7. It's too radical a change.
8. We don't have the time.
9. Not enough help.
10. That will make other equipment obsolete.
11. Let's make a research test first.
12. Our place is too small for it.
13. Not practical for operating people.
14. The workers will never buy it.
15. The union will scream.
16. We've never done it before.
16. We've never done it before.
17. It's against policy.
18. Runs up the overhead.
19. We don't have the authority.
20. That's too ivory tower.
21. Let's get back to reality.
22. That's not our problem.
23. Why change it, it's still working O.K.
24. I don't like the idea.
25. You're right but...
26. You're two years ahead of your time.
27. We're not ready for that.
28. We don't have the money, equipment, room
and personnel
29. It isn't in the budget
30. Can't teach an old dog new tricks.
31. Good thought, but impractical.
32. Let's hold it in abeyance.
33. Let's give it more thought.
34. Top management will never go for it.
35. Let's put it in writing.
72. Why try? No one cares anyway.
36. We'll be the laughing stock.
37. Not that again!
38. We'd lose money in the long run.
39. Where'd you dig up that one?
40. We did all right without it.
41. That's what we can expect from staff.
42. It's never been tried before.
43. Let's shelve it for the time being.
44. Let's form a committee.
45. Has anyone else ever tried it?
46. Taxpayer's won't like it.
47. I don't see the connection.
48. It won't work in our department.
49. What you are really saying is...
50. Maybe that will work in your department
but not in mine.
51. The executive committee will never go for it.
52. Don't you think we should look into it further
before we act.
53. What do they do in other jurisdictions?
54. Let's all sleep on it.
55. It can't be done.
56. It's too much trouble to change.
57. It won't pay for itself.
58. I know a fellow who tried it.
59. It's impossible.
60. We've always done it this way.
61. May cause confusion.
62. It will set a precedent.
63. The training will take too much time.
65. Sounds good for next year.
66. That's all well and good but...
67. Fat chance around here.
68. I've seen it all and this is just the same.
69. The flowery stuff never works.
70. I don't want to get burned.
71. Employees don't want to change.
73. You must be joking.

The Importance of Vision

Building a Work-Life Balance Vision

Leadership, both at the organizational level and the personal level, begins with vision.

The **importance** of vision:

- **Direction:**
- **Drive:**
- **Discipline:**
- **Hope:**

Vision is **made** of:

- **Forward thinking:** seeing beyond the present (both short and long term)
- **Creativity:** seeing potential that others don't see (both big and small)
- **Optimism:** knowing that the outcome is possible (against all odds)

The **need** for vision is all around us:

- Our children
- Our friends
- Our staff
- Our communities
- Ourselves

VISION: What the world looks like as a **result** of our effort

MISSION: What we do **everyday** to make the vision a reality

OBJECTIVES: Key **strategies** that will advance the mission – a strategic work plan

- Groups of **activities** that focus on the work plan
- Provide **measurable**, objective feedback

The Importance of Vision

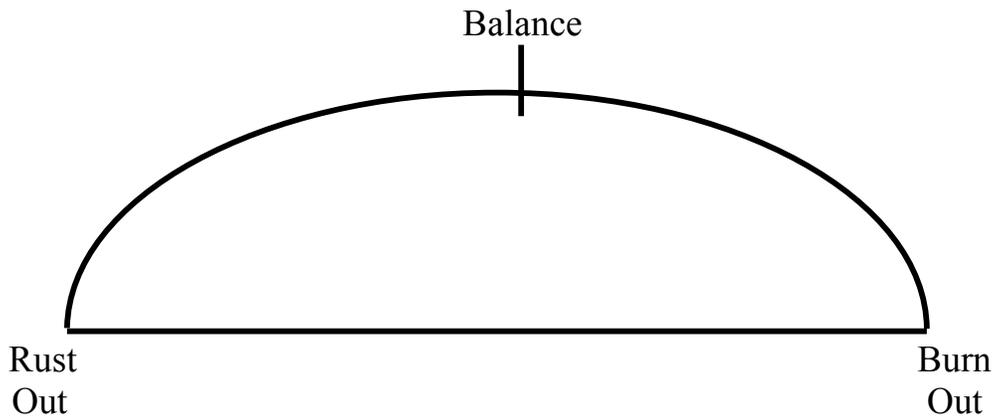
*Lots of people spend their lives climbing a ladder
- and when they get to the top they discover they
climbed the wrong wall.*

- Joseph Campbell

It must be considered that there
is nothing more difficult to carry out,
nor more difficult for success,
nor more dangerous to handle,
than to initiate a new order of things.

Niccolo Machiavelli
The Prince

Let's Take a Look - Balance



- Perspective
- Autonomy
- Staying Connected
- Health & Tone

The Will to Succeed

"The only thing that stands between a person and what they want in life is the will to try it, and the faith to believe it's possible."

-Richard DeVos

Setting Goals to Achieve Balance

1. Autonomy

- A feeling of control over your life.
- A clear sense of your own identity.
- A sense of freedom to make choices.
- A feeling that you can set priorities and manage your own time.
- A feeling that you possess good professional skills which give you life, career and job options.

What must you do to be in balance or continue to stay in balance?

2. Staying Connected

- Having positive relationships with family, friends, co-workers, supervisors and self.
- Feeling and integral part of your environment.
- Belonging to something bigger than yourself:
part of a team, a community, an organization, a cause worth fighting for.

What must you do to be in balance or continue to stay in balance?

A quote for the times.

Autonomy... is freedom to develop one's self – to increase one's knowledge, improve one's skills, and achieve responsibility for one's conduct. And it is freedom to lead one's own life, to choose among alternative courses of action so long as no injury to other's results.

-Thomas Szasz

Setting Goals to Achieve Balance (continued)

3. Perspective

- Seeing the big picture (not married to a narrative)
- Having a sense of purpose and direction in your work, life and play.
- Staying in the present while valuing the past.
- Knowing where you have been and where you are going.

What must you do to be in balance or continue to stay in balance?

4. Health and Tone

- Having a good feeling about your physical self.
- Feeling good about how you look – not what others say you should look like.
- Having a “healthy” feeling about your weight, fitness and energy level.
- Knowing that you are making the right choices to keep or improve your fitness and health.

What must you do to be in balance or continue to stay in balance?

Perspective

*It's not what you look at that matters,
it's what you see.*

-Henry David Thoreau

Take Personal Responsibility for Balance **For Starters**

1. Invest thirty minutes in physical exercise.
2. Learn how to relax. Make it a "must do!"
3. Cut down on caffeine and alcohol.
4. Eat right.
5. Have some quiet time - meditate or read.
6. Develop good time management habits.
7. Take time to play.
8. Get plenty of sleep - make it a priority.
9. Smile more. Laugh. Read something funny.
10. Set personal goals.
11. Forgive.
12. Say "It's o.k. to take care of yourself."

"Everybody is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing it is stupid."

- Al Einstein

A Code of Ethics for the Workplace

Adapted from an article by Loma O'Conner - San Jose Mercury News

BE PROUD OF YOUR WORK.

You have an obligation to yourself to do your job well enough that you're proud of it.

USE IT OR LOSE IT

Always look for ways to do your job better.

TEACH SOMEBODY

You have skills and wisdom to pass on to someone else. When you want to pass these on, you will know you are doing a job you are proud of.

GET A LIFE

It's important to your self-respect to do a good job. It's important to your sanity to spend time with family and friends in the real world, which is larger than the world of work.

STAY HEALTHY

Whatever it takes to get the job done is not always (rather rarely) good advice. No job is worth damaging your health. And surgery after the heart attack is expensive even if the organization is paying for it. Make room for "soft" days along with the hard ones.

TURN YOUR COMPLAINTS INTO ACTION

If your not willing to commit to solving the problem, then your commitment is to complaining.

MOVE UP, MOVE ON, BUT MOVE

Staying in the same place year after year is as deadening as taking a drug. You don't have to promote, you don't have to change jobs. Take advantage of an opportunity every now and then.

RESPECT YOUR CO-WORKERS.

You don't have to like them but be polite, listen to them and give them the benefit of the doubt. Your heart will thank you for it, emotionally and physically.

