



# EFFECTIVENESS & BALANCE

## DYNAMIC TOOLS FOR WORK & LIFE

Sustainable, elite performance depends on more than hard work or busyness. When high performers are committed to responsible work-life choices, they solidify a foundation of balance that in turn supports their effectiveness. With the escalation of work demands, there is a greater need to balance exertion with necessary recovery. This skill set strengthens endurance, prevents damage and enhances effectiveness.

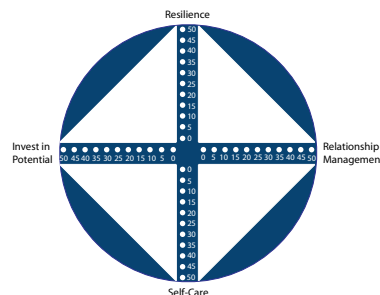
Balance is not optional. When workers are in a state of imbalance, mistakes are made, morale is low, productivity suffers, more days are lost to sick leave and retention is low. Being work-centric is not the problem and being less focused on work is not the solution. The goal is personal responsibility for work-life effectiveness. The result is healthier, happier, and more engaged employees that have better focus, make fewer mistakes, and perform at a consistently high level.

This training focuses on balance as a dynamic state. It builds on the premise that you can't create more time but you can create more energy through a disciplined approach to renewal. The emphasis is on personal responsibility for both balance and effectiveness. The workshop provides the integrated framework, tools and techniques necessary to anchor personal change. It starts with an assessment and follows a streamlined, interactive process that concludes with a clear action plan that includes accountability.

### METHOD

Participants take a 40 item behavior-based work-life effectiveness assessment and sketch their profile according to four focus areas:

1. Self-care
2. Invest in potential
3. Manage relationships
4. Deepen resilience



The mind set for elite performance is established through discussion of six guiding principles for work-life integration, the hazards of multitasking, the role of focus in accomplishing goals and the role of intention and counter-intention in establishing personal changes.

Greater awareness of balance vs imbalance and good vs bad stress is linked with use of the *Exertion-Recovery Quick Check* form. New, energizing choices and habits are recommended for renewal and effectiveness.

After choosing a strategic goal, the *Rewarding Rituals Worksheet* is used to clarify layers of obstacles,

potential support and further decisions that may be needed to integrate the new habit. The focus then shifts to how to re-set expectations of others, enlist support and deal with push-back. Finally, a *Progress Sheet* for the new habit is completed, an accountability partner is located, and a *Re-Assessment Plan* is created.

### OUTCOMES

- Focus on areas where change is desired, anticipate resistance and move to constructive solutions
- Skillfully manage the cycle of exertion and recovery in order to create renewal and energy
- Distinguish being work-centric from being workaholic and monitor stress to create balance
- Take renewal breaks for greater balance and limit interruptions for effectiveness
- Use the worksheets and planners to carve out a realistic approach to an essential new habit
- Commit to clear action steps, an accountability partner and plan for re-assessment
- Utilize external resources as elaborated in the appendix

### INCLUDED COMPONENTS

The Appendix to the Participant Guide includes extra assessments, worksheets, planners, suggestions for organizations, a bibliography, reference articles, an 18 page *Whole Person Wellness Guide* and 96 *Tips for Work-Life Effectiveness*. Add-ons can include a 5 x 7 laminated job aid.

The *Work-Life Effectiveness* assessment can also be used as an organizational tool to assess team morale. The workshop is a reliable means for retaining and supporting the longevity of high potentials.