

'Work/Life Balance' benefits, benefit both employers and employees.

When individual people have a measure of control over their own life – including when, where and how they work – they do enjoy a better quality of life. Organisations also find that they will benefit through increased productivity, lower overheads, satisfied staff, and satisfied customers.

Research shows that:

- § 80% of visits to the doctor are stress related
- § More than 13 million working days were lost to stress related illness in 2001 – more than doubled since 1990
- § 60% of all work absences are caused by stress-related illnesses
- § 76% of people work in excess of their contracted hours.
- § Absenteeism costs British Industry £5 billion per annum.

A survey published by Reed this year showed that 'More than 80% of individuals interviewed, rated flexible working as the **most attractive benefit** that could be offered by an employer. They would prefer this to an additional £1,000 of salary.'

What can organisations do?

- 1 What is the key driver for Work/Life Balance in your organisation?
- 2 What is your business driven objective for Work-Life Balance week?
- 3 What specific agendas are you looking to address?
 - ⇒ Increased Diversity
 - ⇒ Greater Attraction
 - ⇒ Employee Retention
 - ⇒ Becoming an Employer of Choice
 - ⇒ Cost savings
 - ⇒ Increased productivity / ROI
 - ⇒ Improved moral and motivation
 - ⇒ Longer-term Culture Change
- 4 Who is your target audience for your Work/Life Balance policy?



Work / Life Balance Week

1st – 5th September, 2003

A well-adjusted life is a balanced and holistic life.

Are you spending too much time at work?

Are you spending too little or no time with your family?

Are you spending too little or no time with your friends?

What time do you have for sports and/or keep fit?

What time do you have for your hobbies?

Are you spending too much time on things that are not important to you?

Are you spending too little time on things that are important to you?

*Are you working towards achieving someone else's goals?
Are these goals that are not important to you?*



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Ten Top Tips for your Work/Life Balance

1. Learn to say 'no'. You don't have to do everything!
Learn to delegate tasks. Make a list of 10 jobs you can delegate today - include in your list the name of the person you will delegate them to. Now delegate them!
2. Adopt a positive outlook on life and a 'can do' mental attitude.
3. Watch your body language – how you stand and how you sit will affect the way you feel and the way you behave.
4. Do NOT spent time worrying – it is not a natural human state and solves nothing. Action is an easier and a healthier option – so choose 'action' every time.
5. Don't undervalue your own worth. Believe in yourself.
6. Set realistic and measurable goals. Review them regularly, and take steps towards them. For each goal, ask yourself 'how will I feel when I achieve this goal?'
7. Appoint a Life and Executive Coach to help you fulfil your objectives and get the balance in your life.
8. Take 30 minutes every day as 'me' time. Listen to your favourite CD, have a cup of tea, go for a walk – do something that you would enjoy doing for you in your own time. Work on aspects of your own goals.
9. Plan that quality time with your partner. Have a regular 'date night' - whatever you select to do, spend that time allocated together.
10. Take control of your life – otherwise others will control it for you!

*To discuss your options in greater depth, please contact Barbara at The Nyasa Partnership Limited.
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