

How to Improve Personal Productivity by Finding the Right Work – Life Balance

By Randy Goruk

To be satisfied with our time management or personal productivity you need to be sure you have the right work-life balance. Remember the right work – life balance for you is special to you and may not work for someone else. It isn't a one size fits all proposition.

We all know "work-life balance." It is simply the delicate balance between an individual's work and personal life.

Hilary Clinton once said, "Our lives are a mixture of different roles. Most of us are doing the best we can to find whatever the right balance is. For me, that balance is family, work, and service."

Work–life balance is important because if not paid attention to, it can cause tremendous physical problems as a result of improper eating, lack of sleep and stress associated with relationships and activities related to family.

As you have challenges with work–life balance and develop physical or relationship problems as a result, I predict your personal productivity as a workforce development professional will also suffer. A good work–life balance ensures you are healthy and happy, resulting in a clearer mind, more energy and getting more done.

We must ensure we accomplish a work–life balance that works for you. To be a personal productivity champion, you must be satisfied with how you balance your time. Only you can determine a healthy balance for you, and what is good for you may not be good for someone else; it differs with each individual.

The following life balance test can serve as a guide for you.

Step 1 – Write down the three most important things in your life.

Step 2 – Beside each of these three items, write down the average amount of time you spend on each item during the work week.

Step 3 – Decide if you are satisfied with the answers to Step 2.

Step 4 – If you're not satisfied with the answers, you need to do something about it. Please don't put it off; you need to do something about it today.

Here are a few ideas you can implement today that will help you achieve your desired work – life balance:

1. **Pay close attention to your work–life balance; discuss with your family and boss regularly.** Make sure everyone involved knows what is going on with you and how you feel about it.
2. **Include your personal life in your daily work calendar.** This is easy to do and can help you remember to keep the balance in perspective.
3. **Turn off PDA's and cell phones at home.** Checking your email at the dinner table is not necessary. Do you really think you need to keep on top of work things at home?
4. **Have a personal policy of not bringing work home.** Enjoy the family and make the time together as quality time. If you have to bring work home, be sure your spouse knows and is supportive of you doing the work after the kids go down for the night.
5. **Have a personal policy of not bringing home work on the weekend.** If bringing work home can't be avoided, get up before the family does and get your work done before they get up so you can enjoy the day with them.
6. **Get some tips from your Coach, mentor.** Sometimes it's difficult to see the forest for the trees and someone else can offer you some advice that is not obvious to you but can help you achieve the balance you are seeking.
7. **Breathe.** Take time to just sit and relax. Keeping the balance between work and home is hard work and sometimes you just need to sit and relax.

I think Brian Tracy sums it up pretty good with this quote. *"Just as your car runs more smoothly and requires less energy to go faster and farther when the wheels are in perfect alignment, you perform better when your thoughts, feelings, emotions, goals, and values are in balance."*

If you still have a problem, you may need to get some professional help. This is an extremely important issue and one that must be taken very seriously.

Life is short and you need to make the most of it.

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