2011 JCEP Conference
Health Balance Café session
Hosted by the JCEP Issues and Concerns Committee

Participant strategies for maintaining life/work balance:

- Exercise
- Don’t check email/voicemail while on vacation
- Separate work and home – no email at night
- Use auto reply and VM message to let people know when you are available.
- Hobbies -knitting, worms, bowl
- Polish language class – something just for me, on the schedule, reason to say no to requests
- Schedule two meetings simultaneously for efficiency
- Block out time on calendar – ask requester to email the request to me
- Professional time management guidelines
- Ask requester to specify my role and responsibility in the project
- Regularly schedule long weekends – leave town, leave state
- Encouraging each other to take comp time, vacation time, furlough
- Take care of each other
- Celebrate and encourage saying “No!”
- Give up something when taking on something new
- Put schedule, and where you are on voice mail. That way public knows how much is being done.
- Taking time for hobbies, activities.
- Look ahead, plan, and share calendars
- Celebration Box = Monday staff meeting (shared)
- Work can be a healthy distraction! It can be the constant.
- Ask co-workers, “How are you?” Check-in with each other – “Do you need a hug?”
- Colleagues support life choices
- Be in the office during the time you are most effective!
- Worry about your own work – NOT OTHERS.
- Ask for help!
- As long as the work gets done, we don’t care how many hours you work.
- Talk with colleagues
- Need time management tools.
- Multiple “publics” expectations - are they “get your time when they want”
- Limit my time and communicate that to my clientele
- I have boundaries
• Take care of myself
• I can’t be good unless I’m well
• Family communication
• If the Dean says it’s ok, it is ok!
• Meal planning
• Time with friends
• Using flex time
• Working out – exercise
• Get out of town
• Get involved with organizations not associated with Extension
• Live in a different county
• Make an effort to prioritize
• Bring family to professional development conferences
• We check in with each other/supportive environment
• Shared knowledge about clients
• Network of friends/community
• Networking at conferences like JCEP
• Put family stuff on work calendar
  o Color coded
  o On phone – online
  o Family calendar on fridge or common area
  o Also work stuff on family calendar
• Do no brainer stuff (like knit or crochet)
• Take the time every night to solely devote time to family members
• Plan fun in the office
• Exercise for half an hour after work
• Communicate your time priorities to colleagues
• Walks during lunch (with work colleague)
• Listen when stressed colleagues talk
• Celebrate office birthdays
• Listen to less talk radio
• Limit the time but provide a window for staff to talk about particularly stressful items
• Clean off desk/clean out email box
• Get support from colleagues when stress pops up
• Engage office mates in de-stress activities
  o Hide an item in the office
  o Bring in baby pictures
• Do something for administrative professional days – potato bar
• Utilize your offices “party planner”
• Use vacation – don’t carry it over – don’t use it
  o Schedule it into your calendar
  o Take a day for yourself – do “nothing”
• Try not to check email or check to clear things but don’t add work at home
  o Be careful you don’t ruin a night of sleep
• Vent
• Take vacation
• Careful of work and politics
• Calendar – mark hobbies, etc.
• Blow your horn (music)
• Don’t end current vacation until next one is planned
• Laughter/joke around
• Shop at Goodwill at break
• Project time documentation
• Determine what can be given up if take on new
• Walking break (3 p.m.)
• Have lunch
• Support from spouse
• Pack own lunch/choices
• Walk away from gossip at work