



XVIII Foro
Mundial
de la Calidad y de la
Gestión para la Mejora
INLAC 2014
27 al 30 de Mayo • Cancún, México

Balancing Your Work Life & Family

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Think Again!

Thinking that if you spend enough time you will “get everything done” is an illusion. You will never be “done.”

Five Key Things.....

Build Downtime In Your Schedule

Drop Activities that Negatively Affect Your Energy

Evaluate All Your Errands

Exercise: Mind & Body!

Small amount of relaxation goes a long way!

Build Downtime In Your Schedule

- **Most of us get 80% of results from 20% of the work we do. So focus on that 20%**
- **Plan the week**
- **Have Date night with your spouse**
- **Plan family outings**
- **Evaluate your schedule and see if you can carve pout time in the morning or in the evening**

Drop Activities that Negatively Affect Your Energy

- **You have to draw a line. You must decide what is important and what isn't**
- **Focus on the things only you can do**
- **Evaluate the activities that does not enhance:**
 - **Your career**
 - **Your personal life**
 - **Your family's welfare**

Evaluate All Your Errands

- **You can't do it all and everything is not equally important**
- **What's most important *right now*?**
 - You feel good when you check a lot of things off your to-do list. But were they things that are *most important and urgent*? That's what matters.
- **Can errands be combined into one?**
- **Can some errands be given to kids or spouse?**
- **Housecleaning: maid or outsourced?**
- **Groceries: online or delivered by someone?**
- **Gardening**

Exercise: Mind & Body!

- **Refresh your thoughts**
- **Concentrate on your body**
- **Meditation**
- **Long walk in the nature**

Build Downtime In Your Schedule

- **Cat-naps!**
- **A warm bath**
- **Listening to *your* favorite record**
- **Read a novel**



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¡GRACIAS!