

Work-Life Balance or Work-Life Integration?

Three Steps to Help You Accomplish Both

Work-life balance or work-life integration. Which is more important to you? Balance often suggests a tradeoff of two separate compartments – work and personal life. However, the term balance is misleading. Most busy women will tell you that finding balance is impossible with all the moving parts that we are constantly juggling daily. Work-life integration leads to the blending of work and personal life. Remote work is an example of work-life integration. It enables you to slot in personal time in between work and vice versa. Whichever you choose, here are three steps you can take today to accomplish both.

Step One: SELF-REFLECTION

☐ What does work-life balance mean to you?

For some balance means more money while for others it is time with family or travel. Before you start setting goals, be clear on what balance means to you.

☐ Do you believe that balance in these areas can be achieved?

In order to work hard when things get tough, you have to have a core belief that balance is achievable.

☐ Are there certain aspects of your life or work that make balance difficult?

It may be possible to train someone, outsource, automate or learn new skills that will make things easier.

☐ Self-Reflection Questions:

From the list, you created above, prioritize in order from highest to lowest importance, with

1 being lowest and 5 being the highest. Of these tasks, which ones can be delegated? Who will be assigned these tasks? Of these tasks, which ones must be done by you?

Step Two: FIND TIME AND SCHEDULE IMPORTANT TASKS

☐ Identify time in your current routine where you can insert important tasks.

Track your time for 7 days. Use the chart on the next page to identify open blocks of time. Also be sure to identify time wasters such as surfing the internet, scrolling through feeds and randomly checking email, etc.

☐ Create a weekly schedule that allows time for these important tasks that you must complete.

Step Three: DEVELOP A ROUTINE FOR SUCCESS

☐ Set up daily and weekly routines.

Once you have done your self-reflection, found time and created a schedule, it is time to develop a routine. Routines help you learn new behaviors. After some time, the routine becomes second nature, and you don't have to think about each step in the process. Allow for flexibility in your routine.

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	MON	TUE	WED	THU	FRI	SAT/SUN
6 am						
7 am						
8 am						
9 am						
10 am						
11 am						
Noon						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						