



Work/Life Harmony

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Introduction

The goal of the session today is to discuss and share ways that we all cope with the stresses of work and family and self and how we can develop strategies to find harmony between all three. This interactive, informal session will be a collaborative discussion about searching for this harmony!



3-Minute Quiz

Question

- 1. Never
- 2. Seldom
- 3. Sometimes
- 4. Often
- 5. Always

<i>I spend 50 more hours a week at work.</i>					
<i>I neglect/have difficulty getting an adequate quantity and quality of sleep, exercise, hydration and/or nutrition.</i>					
<i>I feel depressed, exhausted, and/or overwhelmed when I think of all I have to do at home and/or work.</i>					
<i>I feel like I have little or no control over the demands placed upon my at home and/or work.</i>					
<i>I feel guilty that I am not meeting my responsibilities at home and/or work.</i>					
<i>I neglect taking time for myself (for recreation, relaxation quiet time or self care) in favor of fulfilling work and family responsibilities.</i>					
Total Score:					

- Score: **24-30** Time to focus on balance
- 15-23** Be mindful of creeping up, but enjoy the ride!
- 14 or Less** Great work! Keep it up!

Work Balance

- Questions:
- Do you take your phone with you on vacation or sleep next to your cell phone?
 - Most frustrating time that a resident asked you about a Village/City matter on your own time?
 - How many meetings do you attend a month?
 - Do you have a team around you that you can delegate to?

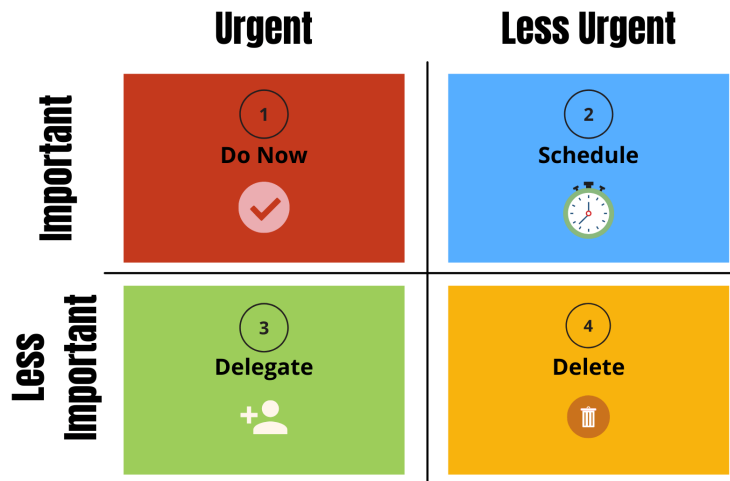
Our communities will not collapse with out us. Cell phones do have an off button! You can unplug.

At times, it is ok to say no to the demands placed upon you by others. Having conversations with the Mayor and Council about your personal needs is essential.

Being flexible is important. You cannot possibly attend every meeting and event. Talk with your board about philosophy – do they expect their manager at the office from 8—5, oversee all operations 24/7, or do they expect the job to get done?

Delegation skills: Communication/ Giving Feedback/ Time Management/ Training work tasks/ Establishing Trust. Surround yourself with well-trained staff who can a make decisions in your absence and then trust them to make those decisions wisely.

Former President Dwight Eisenhower is quoted as saying, "What is important is seldom urgent, and what is urgent is seldom important." But it was Dr Stephen Covey (who wrote The 7 Habits of Highly Effective People) who took these concepts mainstream in his book, calling it The Urgent Important Matrix:



Family Balance

Questions: Have you ever missed out on a family event because of work?

How do you show to your organization that you care about your family?

If you were to add more balance to your family life routine what would it be?

“Walk the Walk,” don’t just “Talk the Talk.” Are you really exemplifying a sense of balance to your management team and overall workforce or do you just preach it for others and do your own thing? Set an example and consider an email policy, cell phone policy, and weekend/evenings/vacation policy with your team.

You work hard on your career, you need to work hard on all the other aspects of your life. Being there for your family is vital. Family comes first, period.

Learn to recognize exceptions...here’s that flexibility again. Creating flexibility with your own schedule (when you can) can allow you to go on kids field trips, attend the school performance, do something for you, etc.

Make sure responsibilities at home are evenly distributed and clearly outlined—you’ll avoid confusion and problems later.



Self Balance

Questions: How do you get away mentally and physically?

Do you have lunch/breakfast with a group of managers or do you have a mentor(s)?

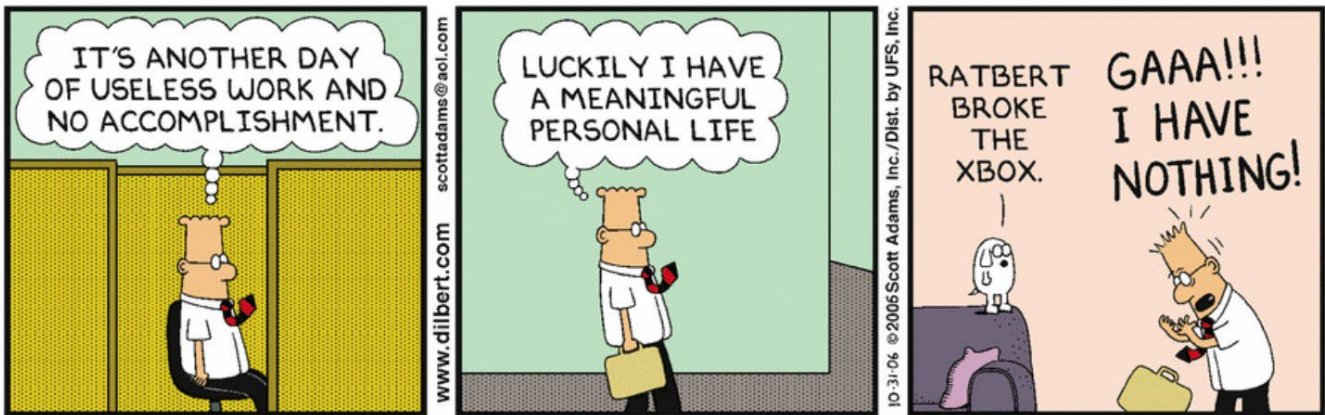
Are your personal habits and general lifestyle getting in the way of a better you?

Take care of yourself because no one else will. You can do anything, but you cannot do everything. Remember to take breaks during the day, five minutes of quiet is helpful... Find your one thing that allows you to escape.

Talk to others about your stress level and lean on your support system when you are stressed. Support networks in all aspects of your life are crucial. Work support networks need to be carefully balanced; don't use your management team as your personal therapy. Chatting with friends and family can be important to your success at home—or at work—and can even improve your health. People with stronger support systems have more aggressive immune responses to illnesses than those who lack such support.

TAKE ALL YOUR VACATION TIME!

Lack of sleep, poor nutrition, and bad exercise habits can cause you to feel a lack of balance in your life, and can counteract any efforts you are making to achieve work-life balance.



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