

Creating a Future of Your Choice

Taking the Initiative to Achieve Work/Life Balance

Presented to
Lakewood
Leadership Academy



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Taking the Initiative to Achieve Work/Life Balance

*Below are Three Quotes that Provide the
Perspective & Bedrock for This Workshop*

"The best way to predict the future, is to invent it."

Author: *The Answer to How is Yes*
- Peter Block

"Be informed by the past, not shackled to it."

from: *Creating a Future of Your Choice:
A Do-It Yourself Guide to Empowerment*

- John J. Perry

"Life is a rough draft."

- Bob

*A quote from a regular guy trying to get the most out of life,
while giving what he can to others.*

• **Resilience:** The process of adapting well during hard times, trauma, tragedy, threats or major sources of stress. *It involves changing behaviors, thoughts and actions*

Creating a Future of Your Choice:
Taking the Initiative to Achieve Work/Life Balance
Workshop Agenda



- ***Possibilities***

- *The Concept of the Four C's*: The best way to predict the future is to invent it.
- An Ice Breaker: Who Are We?

- ***Staying in Balance***

- How to Lose Balance.
- How to Get Balance Back.

- ***Making it Work: What to Do?***

- Managing Your Time & Priorities
- Personal Effectiveness: Managing Your Own Effectiveness.
- Taking the Initiative: Your Role in Managing Your Own Balance

- ***Managing Stress Before It Manages You***

- The Things That Cause You Stress.
- The List: 10 Things You Can Do to Deal with Daily Stress and Strain.
- Taking Responsibility for Balance.

- ***“So What? Now What?”***

- "Getting off the dime," and setting work/life balance goals.



In *Alice's Adventures in Wonderland*, Alice comes to a fork in the road. Not knowing which way to go, she asks the Cheshire Cat, who she sees resting on the limb of an oak tree, "Would you please show me which way I ought to go from here." "That depends a good deal on where you want to go," says the Cat. "I don't much care," says Alice. "Then it doesn't matter which way you go," says the Cat.

- Lewis Carroll: *Alice's Adventures in Wonderland*

Taking the Initiative to Achieve Work/Life Balance

Who Are We?

<p>Name: Q: The most fun you ever had was... Why?</p>	<p>Name: Q: One thing that you would like to do & never have done is...?</p>
<p>Name: Q: Work/life balance is important to you because...</p>	<p>Name: Q: The thing you like most about your job is...</p>
<p>Name: Q: One thing you would like to do but never seem to find time to do is....</p>	<p>Name: Q: The car that best fits your personality is...</p>
<p>Name: Q: The best movie you ever saw was... Why?</p>	<p>Name: Q: One thing you hope to learn in this workshop is....</p>
<p>Name: Q: One person you admire and would like to spend a day with is...</p>	<p>Name: Q: One of the best things you that helps you to manage your time is...</p>

Taking the Initiative to Achieve Work/Life Balance Creating a Future of Your Choice

The Concept of the Four C's

• C _____

• C _____

These describe our _____!

*The Moving Finger writes; and having writ,
Moves on: nor all your piety nor Wit
Shall lure it back to cancel half a Line,
Nor all your Tears wash out a Word of it.*

"The Moving Finger Writes: and Having Writ"
- Omar Khayyam

• C _____

• C _____

These determine our _____!

*"The only thing that stands between a person and
what they want in life is the will to try it, and the faith
to believe it is possible."*

- Richard Devos

Work/Life Balance & Five Ingredients for Resilience

*Vision + Hope + Connection + Purpose +
Adaptability/Flexibility = Resilience*

1. Be able to **adapt** and be mentally **flexible**.
2. Focus on developing social **connections**, both big and small.
3. Develop a shared sense of **purpose**.
4. Focus on **hope**.
5. Develop a strong and compelling **vision** - for the individual for both at work and outside of work.

The importance of a strong & compelling vision for building resilience in the workplace; and in our life outside the workplace.

- **Direction/Goals:** Provides us with purpose; with a destination.
- **Drive:** motivates us to do more than we have to do - we commit.
- **Discipline:** helps us to do the hard stuff we normally don't want to do.
- **Hope:** the bedrock for motivation and the inspiration to get us through tough times.

Fall down seven times, stand up eight.

Vision is **made** of:

- **Forward thinking:** seeing beyond the present (both short and long term)
- **Creativity:** seeing potential that others don't see (both big and small)
- **Criminal Optimism:** knowing that the outcome is possible (against all odds)

The **need** for vision is all around us:

- Our children
- Our staff
- Ourselves
- Our friends
- Our communities

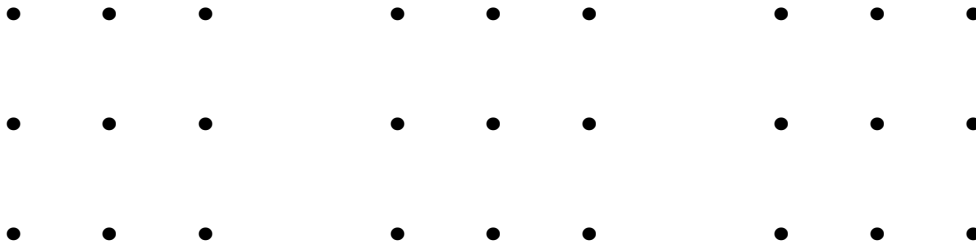
*Leaders are **visionaries** with a poorly developed sense of fear, and no concept of the odds against them.*

- Robert Jarvik, Heart Surgeon
& Developer of the Artificial Heart.

"Getting Out of Whack"

Five "Traps" for Losing Balance

Connect all nine dots with four straight lines without removing your pen or pencil from the paper.



Trap 1: _____

*Some people spend their life "climbing the ladder",
only to discover that when they get to the top, they climbed the wrong wall."*
- Joseph Campbell - The Power of Myth

Count the F's in the statement below

Finished files are the re-
sult of years of scientific
study combined with the ex-
perience of many years.

Your answer: _____

Trap 2: _____

*"The perception of a problem is always relative.
Your headache feels terrific to the druggist."*
Ramona E.F. Arnett, President,
Ramona Enterprises, Inc.

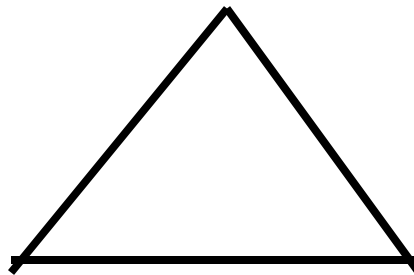
"Getting Out of Whack" Five "Traps" for Losing Balance & Resilience

Quickly read the following sentences and yell out your answer in unison with your group and with your workshop facilitator.

1. Never buy a pig in a _____.
2. A person without money is _____.
3. A person with a cigarette will _____.
4. A funny story is a _____.
5. A popular drink is a _____.
6. The white of the egg is the _____.

Trap 3: _____

*"You can put your boots in the oven,
but that don't make them biscuits."*
Dallas D. J. on Country Radio 105.3 FM



Trap 4: _____

"Here's another fine mess you've gotten me into Stanley"
Oliver Hardy

"Getting Out of Whack"
 Five "Traps" for Losing Balance & Resilience

	Can Control	Cannot Control
Act On	Act On	<i>Ceaseless Striving</i>
Don't Act On	Quit	Letting Go

Trap 5: _____

"I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times I've been trusted to take the game winning shot and missed. I've failed over and over and over again in my life. And that is why I succeed."

- Michael Jordon

Seventy-Three Excuses for A Closed Mind

1. We tried that before.
2. Our place is different.
3. It costs too much.
4. That's beyond our responsibility.
5. That's not my job.
6. We're all too busy to do that.
7. It's too radical a change.
8. We don't have the time.
9. Not enough help.
10. That will make other equipment obsolete.
11. Let's make a research test first.
12. Our place is too small for it.
13. Not practical for operating people.
14. The workers will never buy it.
15. The union will scream.
16. We've never done it before.
16. We've never done it before.
17. It's against policy.
18. Runs up the overhead.
19. We don't have the authority.
20. That's too ivory tower.
21. Let's get back to reality.
22. That's not our problem.
23. Why change it, it's still working O.K.
24. I don't like the idea.
25. You're right but...
26. You're two years ahead of your time.
27. We're not ready for that.
28. We don't have the money, equipment, room
and personnel
29. It isn't in the budget
30. Can't teach an old dog new tricks.
31. Good thought, but impractical.
32. Let's hold it in abeyance.
33. Let's give it more thought.
34. Top management will never go for it.
35. Let's put it in writing.
72. Why try? No one cares anyway.
36. We'll be the laughingstock.
37. Not that again!
38. We'd lose money in the long run.
39. Where'd you dig up that one?
40. We did all right without it.
41. That's what we can expect from staff.
42. It's never been tried before.
43. Let's shelve it for the time being.
44. Let's form a committee.
45. Has anyone else ever tried it?
46. Taxpayer's won't like it.
47. I don't see the connection.
48. It won't work in our department.
49. What you are really saying is...
50. Maybe that will work in your department
but not in mine.
51. The executive committee will never go for it.
52. Don't you think we should look into it further
before we act.
53. What do they do in other jurisdictions?
54. Let's all sleep on it.
55. It can't be done.
56. It's too much trouble to change.
57. It won't pay for itself.
58. I know a fellow who tried it.
59. It's impossible.
60. We've always done it this way.
61. May cause confusion.
62. It will set a precedent.
63. The training will take too much time.
65. Sounds good for next year.
66. That's all well and good but...
67. Fat chance around here.
68. I've seen it all and this is just the same.
69. The flowery stuff never works.
70. I don't want to get burned.
71. Employees don't want to change.
73. You must be joking.

*Don't believe everything you think.
None of us have a monopoly on the truth, facts & ideas.*

Work/Life Balance & Choice

“If all you see is doom and gloom, and being victimized by your circumstances, then you give all of your power to those circumstances. Do you sit and complain about those circumstances or do you do something about it? We should be informed by the past but not shackled to it. The past no way limits our prospects for the future because the future is about choices.”

From: *Creating the Future of Your Choice: A Do-It-Yourself Guide to Empowerment* by John J. Perry, Human Productivity Systems

A highly recommended book to help empower you to set and achieve your goals, and Create the Future of Your Choice

Setting Goals to Help You Achieve Balance

Flexibility & Work/Life Balance

Purpose & The Will to Succeed

*"Climb the mountain not to plant the flag but to embrace the challenge.
Climb it so you can see the world, and not so the world can see you."*

- A glimpse into the thinking of the late Nancy McFadden,
Chief of Staff to former California Governor Jerry Brown

Learn and practice the skills listed below and make them a core part of your leadership, your development and your well-being.

1. *Autonomy*. Resilient people believe they, not their circumstances, affect their achievements. They are adaptable, pragmatic and know how to manage their expectations rather than to lower them.

- A feeling of control over your life.
- A clear sense of your own identity.
- A sense of freedom to make choices.
- A feeling you can set priorities and manage your own time.
- A feeling that you possess good professional skills which give you life, career and job options.
- Accepting that change is a part of living and accepting those things that you cannot change.

On a scale of 1 - 10 where do you stand on *Autonomy*. Your score: _____

So What? Now What? *Autonomy Goals?*

1. _____
2. _____
3. _____

"Autonomy is freedom to develop one's self - to increase one's knowledge, improve one's skills and achieve responsibility for one's conduct. And it is freedom to lead one's own life, to choose among alternate courses of action so long as no injury to others results.

- Thomas, Szasz

Setting Goals to Help You Achieve Balance

Flexibility & Work/Life Balance

*"It's not what you look at that matters, it's what you see."
-Henry David Thoreau*

Learn and practice the skills listed below and make them a core part of your leadership, your development and your well-being.

2. *Perspective.* Resilient people are self-aware, know their strengths and weaknesses, adapt, are optimistic, and practice self-compassion. Self-compassion is about treating yourself as you would your best friend.

- Seeing the big picture (not married to or blinded by narrative or myth).
- Having a sense of purpose and direction in your work, play and life.
- Staying in the present while valuing and learning from the past.
- Accepting that change is a part of living and accepting those things that you cannot change.
- Avoid seeing crises as insurmountable problems.
- Avoid catastrophic thinking by knowing that all your "final decisions are made in a state of mind that won't last."
- Maintain a hopeful outlook and be grateful.

On a scale of 1 - 10 where do you stand on *Perspective*. Your score: _____

So What? Now What? *Perspective* Goals?

1. _____
2. _____
3. _____

*"The greatest tragedy for any human being
is going through their entire lives
believing the only perspective that matters
is their own."
- Doug Baldwin*

Setting Goals to Help You Achieve Balance

Flexibility & Work/Life Balance

"Every problem emerges from the false belief we are separate from one another, and every answer emerges from the realization we are not."

-Marlanne Williamson

Learn and practice the skills listed below and make them a core part of your leadership, your development and your well-being.

3. *Connectedness.* Resilient people are not lone wolves. They are socially connected. They show the inner strength to know when they need help and ask for it. They realize that "trust" is the byproduct of the quality of the relationships they have with others.

- Having good relationships with family, friends, co-workers and the boss.
- Feeling an integral part of your environment. - a place to go; to enjoy; to experience.
- Belonging to something bigger than yourself: part of a team, a community, an organization, a cause worth fighting for.
- From mentors to family, friends and peers, reach out to others.
- Knowing when to leave people alone, when to connect, when to thank and when to forgive.
- Striving to be someone others enjoy working with.
- Believing in committing daily acts of kindness and in "being the better part of someone's day."

On a scale of 1 - 10 where do you stand on *Connectedness*. Your score: _____

So What? Now What? *Connectedness* Goals?

1. _____

2. _____

3. _____

"We really don't know someone until we know something about their journey. We need to listen to the stories others have to tell about their journey that brought them to this place and time. As we do, we need to throw a blanket over the prism of our own experience and listen as learners and not as judges. When we do listen as learners, we will always find in the stories they tell, gems of inestimable value."

- John J. Perry

- from *Creating a Future of Your Choice: A Do-It-Yourself Guide to Empowerment*

Setting Goals to Help You Achieve Balance

Flexibility & Work/Life Balance

*All work and no play make Jack a dull boy.
All play and no work make Jack a deadbeat.*

4. Health & Tone. Resilient people move every day. They get out in nature, stretch, exercise, find something they love doing. They build resilience physically and mentally which helps them get out of their head and get perspective.

- Having a good feeling about your physical self.
- Feeling good about how you look - not what others say you should look like.
- Having a "healthy" feeling about your weight, fitness and energy level.
- Knowing you are making the right choices to improve your fitness, health and well-being.
- Taking care of yourself physically, nutritionally and mentally (stress management).
- Knowing the importance of "play" in their day.

On a scale of 1 - 10 where do you stand on *Health & Tone*. Your score: _____

So What? Now What? Health & Tone Goals?

1. _____
2. _____
3. _____

"The brick walls are there for a reason. The brick walls are not there to keep us out. The brick walls are there to give us a chance to show how badly we want something. Because the brick walls are there to stop people who don't want it badly enough."

- Randy Pausch, The Last Lecture

Some Daily Goal Setting Tips

1. Invest thirty minutes in physical exercise.
Note: Get a physical from your physician first. "Fitness and health are not the same thing."
2. Learn how to relax. Make it a "must do."
3. Cut down on caffeine and alcohol.
4. Eat right.
5. Have some quiet time - meditate, read, find a quiet place to take a walk.
6. Develop good time management habits.
7. Take time to play.
8. Get plenty of sleep - make it a priority.
9. Take breaks during the workday. The best time to take a break is when you feel as if you don't have time to take a break.
10. Smile more. Laugh. Read something funny or inspirational.
11. Set personal goals. Remember to manage your expectations instead of lowering them.
12. Say, "It's O.K. to take care of yourself."

Don't Forget What Matters Most

Some Everyday Tips on Managing Stress Before It Manages You

One:

Two:

Three:

Four:

Five:

Six:

Seven:

Eight:

Nine:

Ten:

*"Unless you are prepared to give up
something valuable you will never
be able to truly change at all.
because you'll be forever in
the control of things
you can't give up."*

- Andy Law
bemorewithless.com

Using Time: How Do You Use Yours?

Check in the column how you feel or act. Review your responses and identify areas where you can improve the way you use your time and reduce your stress.

	Usually	Sometimes	Rarely
1. Do you spend your time the way you want to?	_____	_____	_____
2. Do you say yes to things you really don't want to do and do not have to do?	_____	_____	_____
3. Do you work longer hours than your co-workers?	_____	_____	_____
4. Do you take work home with you?	_____	_____	_____
5. Can you find blocks of uninterrupted time when you need to?	_____	_____	_____
6. Do you feel you have control over the use of your time?	_____	_____	_____
7. Do you put aside time to pursue hobbies, vacations and other personal interests?	_____	_____	_____
8. Do you feel guilty when you put play before work?	_____	_____	_____
9. Do you feel you must always be busy?	_____	_____	_____
10. Do you feel you are always doing things at the last moment?	_____	_____	_____
11. Do you plan your day?	_____	_____	_____
12. Do you plan your week?	_____	_____	_____
13. Do you have a plan for reducing interruptions to your work?	_____	_____	_____
14. Do you feel stress because of too much work?	_____	_____	_____
15. Do you take breaks when on the job?	_____	_____	_____

The Best Way to Begin is to Begin

1. List and prioritize weekly objectives.
2. Make a daily "To Do" list and prioritize tasks and activities.
3. Devote primary attention to your "A" priorities. "A" priorities are those things you MUST do "today."
4. Handle each action when it occurs if you can. Don't put off a decision that can be made when the issue comes up.
5. Continually ask: "What is the best use of my time right now?"
6. Schedule breaks in your day. If you don't schedule breaks, you may not get one or you may get too many.
7. Schedule activities that will help you to relax. Make it a MUST DO!
8. Monitor yourself - record how you are using your time and label the effectiveness of your time use.
9. Establish agreements with your peers and supervisor to create "protected time" so you can reduce interruptions - yours and those you create.
10. Take time out to laugh - if you take yourself too seriously, laughing will be difficult to do.

"You miss 100% of the shots you never take."

Wayne Gretzky, hockey star

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Second Chances – A Perspective

What would you change if you had your life to live over? Here are a few suggestions based on a wish list attributed to humorist Erma Bombeck:

- *Spend more time listening – and less time talking.*
- *Spend more time on loved ones – and less on work.*
- *Spend more time in my living space – and less cleaning it.*
- *Spend more time learning from the older people in my life – and less time convincing them that I already know it all.*
- *Spend more time with the windows rolled down – and less worrying about mussing my hair.*
- *Spend more time using the stuff I have – and less time collecting more.*
- *Spend more time playing – and less time planning.*
- *Spend more time sharing the burdens of those I love – and less time trying to get them to share mine.*
- *Spend more time participating in life – and less time watching television.*
- *Spend more time taking care of myself when I'm ill – and less trying to convince myself that the world can't get along without me for even a day.*
- *Spend more time having fun – and less being practical.*
- *Spend more time finding joy in each moment – and less wishing time would pass more quickly.*
- *Spend more time on love and forgiveness – and less on anger and insults.*

Most of all, wrote Bombeck, who died in 1996, “*given another shot at life, I would seize every minute... look at it and really see it...live it... and never give it back.*”

Building a Workplace of Mutual Respect

A Philosophy for the Trenches

- 1. Know Your Role.** Get good at it. It's a great way to show and to get respect.
- 2. Practice Unquestionable Honesty and Integrity.** "Tell the truth. There's less to remember." People respect others who are authentic, who are real, who are humble, who are honorable, and who practice civility.
- 3. Be Teachable.** Being teachable is a sign of open-mindedness. Being open-minded means, you listen to other's ideas and points of view. Respect is treating others as if they matter. Listening as a learner and not as a judge shows others that they *do matter*.
- 4. Be Flexible.** Practice the "platinum rule" and treat others as they would have you treat them. Show respect by honoring differences and diversity.
- 5. Stay in Your Lane.** Leave people alone. Another way of saying this is, "Mind your own business."
- 6. Stay Positive.** Misery is optional.
- 7. Keep Your Sense of Humor.** Having a sense of humor lightens the load for you and for others. People respect those who are fun to be around.
- 8. Give Up Your Need To Be Right.** We're not in this world to pick who the winners and losers are. None of us have a monopoly on the truth so don't believe everything you think. Respect comes from being able to empathize and take in other points of view.
- 9. Don't Forget What Matters Most.** Practice "enlightened selfishness" and take care of yourself. It's the best way to model self-respect.
- 10. Strive to Be Someone Others Enjoy Working With.** When it comes to practicing and showing respect, only you can decide which hill you want to live on. *You do get what you give.*

*"Got no checkbooks, got no banks. Still, I'd like to express my thanks.
I got the sun in the morning and the moon at night.
And with the sun in the morning and the moon in the evening, I'm all right."
- Irving Berlin - Got the Sun in the. Morning*

Some Source Material That Provided Inspiration for This Workshop

Creating a Future of Your Choice A Do-It-Yourself Guide to Empowerment	John J. Perry
The Road to Resilience	American Psychological Association
How to Speak from the Heart	Roxana Jones
Communicating Authentically in Business	Nicole Dash
Johari Window	Joseph Luft & Harrington Ingham
Guidance for Building Resilience	Washington State Department of Health
Connection: Nutrition, Exercise & Your Mental Outlook	City of Pasadena
Wrong Jungle	City of Long Beach Leadership Academy
Emotional Intelligence 2.0	Travis Bradberry & Jean Graves
How to Love Yourself	Louise L. Hay
Call Us What We Carry	Amanda Gorman
Working Kindly	InspireYourPeople.com
Guidelines for an Open Mind	Public Sector Excellence
Building a Workplace of Mutual Respect - The Academy	Public Sector Excellence
Communicating for Results	Public Sector Excellence
Creating a Future of Your Choice - The Workshop	Public Sector Excellence
Profiles in Black Courage	Kareem Abdul-Jabbar
Managing the Dream	Warren Bennis
The Seven Habits of Highly Effective People	Stephen Covey
First Things First	Stephen Covey
The Answer to How is Yes	Peter Block

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Life is a Rough Draft - *Building Balance into Your Life*
Creating a Future of Your Choice Your Choice: Job/Person/Environment Assessment
Managing Conflict & Improving Interpersonal Relationships in the Workplace
Managing Change
Making Effective Presentations – To The Boss, To The Board & To The Public

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