



The e-magazine of the Work Life Balance Centre

www.worklifebalancecentre.org

Edition 10



This is the latest edition of Balancing Act – the e-magazine of the Work Life Balance Centre.

Each edition contains help, news and advice on all things related to work life balance.

We never bombard you with reams of useless information, nor do we take up too much of your time. Promise!

Past editions of the magazine are stored on our web site and are easily downloaded, so just help yourself.

If you want your colleagues to receive the newsletter, or even if you want to tell us goodbye, contact us at the address overleaf and we'll do the rest

Julie Hurst

Balancing Act

Hot off the press – two ways to get help

For everyone interested in achieving a better balance in their lives two new sources of help are now available.

The first is the latest edition of the CAFE workbook. (*See overleaf for the second source of help*). For anyone unfamiliar with the book it is a highly readable guide to the 4 practical changes you can make to regain control of a workload that is running amok.

The book contains plenty of useful tips and ideas to help you spend less time working and more time living.

Said Centre Director Julie Hurst: “Most people are aware of the psychological work that we do in looking at how someone’s beliefs and drives lead them to be out of balance.

“The process does not end there as we help people make changes in the way they interact with their work to make sure they liberate the time and energy needs to live a more complete life – and yet remain productive.

“The great thing about the book is that people can take in the information at their own pace and revisit any sticking points as often as they like until they get it right.”

The book has a chapter devoted to each of the 4 steps of Categorising, Allocating, Filing and Executing.

Each step plays a significant part in making sure that you know exactly what needs to be done, when you intend to do it, how to maintain control over your working environment and how to prevent sabotage preventing successful completion.

But the book goes far beyond covering the basics. It contains additional material - unique to the book – looking at advanced techniques including avoiding the holiday blues and dealing with major emergencies.

Julie said: During our programmes and one to one sessions we work hard helping people solve the most immediate problems. At that stage it is not feasible to move to the advanced techniques as the basics have only just been covered. The CAFE workbook is a very useful source of extra help in this respect and the only place people are able to access this information.”

To order a copy of the second edition of the workbook visit our website at www.worklifebalancecentre.org and follow the link for books.

Book the course of the book!

The next Getting the Balance Right programme will be in Leicester on April 21st and 22nd. The programme will help you regain control of your life by tackling both the psychological and practical problems of imbalance. The programme is full of tips and techniques to help you live the life you most desire and make changes you never thought possible. To find out more contact Julie Hurst on hurstj@worklifebalancecentre.org or visit our website and follow the link for courses. (*Each delegate receives a free book!*)



Work life balance taken from idea to plan to action



Everywhere you turn these days you read about, learn about or discuss aspects of work life balance – but how can you get your organisation to take the issue seriously and commit resources to it?

This is the problem facing many people at the early stages of working with the Work Life Balance Centre and can be especially true for those in HR or similar functions.

Our answer to this issue has been to produce “Making Work Life Balance Happen” - a guide to bringing work life balance interventions into your workplace.

WHAT WE DO

The Work Life Balance Centre aims to:

- * Raise awareness and promote discussion of work life balance issues
- * Promote and disseminate best practice in achieving work life balance
- * Conduct research into working practices and issues
- * Disseminate findings as widely as possible
- * Encourage contributions from academics, business leaders, government organisations, professional associations and others
- * Produce practical interventions to encourage better work life balance.

The brief guide is in three parts – to cover the problems most often raised by the Centre’s partners and clients.

The first section looks at making the business case for improving the work life balance of employees. It covers the problems and benefits from the point of view of both the organisation and the individual.

The second section looks at ways of generating interest in work life balance and also discovering the extent of any stress related issues within the organisation.

The final section looks at organising interventions for people who feel under a great deal of pressure – a group that can be difficult to support because of the nature of the problem.

Said Centre Director Julie Hurst: “We hope the guide will help to introduce support and interventions into the workplace. It is full of practical advice on how to get colleagues and staff on board as well as making sure there is a clear picture of both the issues and the benefits.

“We produced the guide in direct response to discussions with client organisations throughout UK where often people found it difficult to get momentum behind the work life balance message in their workplace.

“We have tried to tackle the most common problems first and may add to the guide in the future as more issues come to light, or people share their solutions with us.”

The free guide is available from the Centre’s web site at www.worklifebalancecentre.org.

WEB WATCH

Here is a round up of interesting, controversial or just plain quirky work life balance related articles currently available on the internet.

Mental health days

<http://www.onrec.com/content2/news.asp?ID=6537>

We don't like Mondays

<http://news.bbc.co.uk/1/low/health/4223103.stm>

Latest HSE figures

<http://www.onrec.com/content2/news.asp?ID=6153>

Balance without loss of career

<http://www.timesonline.co.uk/newspaper/0,,173-1446657,00.html>

More life rather than more pay

<http://www.hrzone.co.uk/cgi-bin/item.cgi?id=135571&d=1&h=412&f=388&dateformat=>

Sleepless nights

<http://www.sky.com/skynews/article/0,,30400-13278408,00.html>

Sick note Britain - a myth

<http://www.guardian.co.uk/uklatest/story/0,1271,-4717236,00.html>

Family fortunes - how family life is affected by work

<http://observer.guardian.co.uk/comment/story/0,6903,1379810,00.html>



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