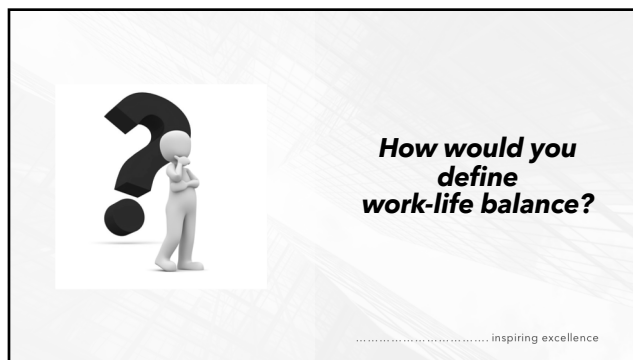


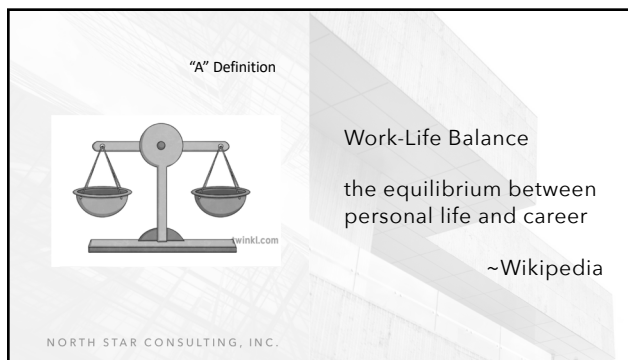
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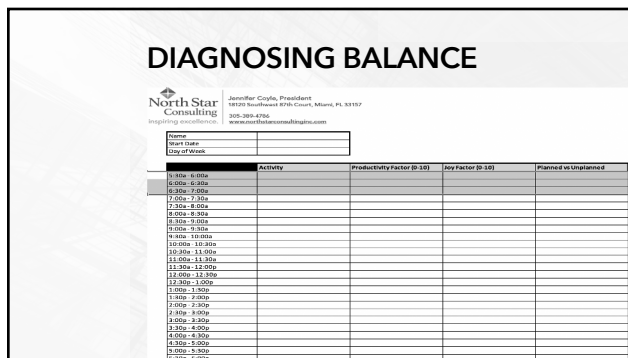
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### What's the Target?



**What your right ratio?**


- Integrate your values
- Plan realistically (use your time log)
- Allocate accordingly
- Experiment

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### CONSIDER


- Sustained perfection isn't possible
- Your ratio is dynamic, not fixed
- Sometimes our time is not our own:
  - Finals week for students
  - Parents with sick kids
  - Working as a firefighter when 4 million acres of your state burn in less than a year
  - Working in HR during COVID
  - And so on...



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### Routine is your Secret Weapon




**What can a routine do for you?**

- Fuels time management
- Improves focus by reducing distraction
- Conserves energy by operationalizing your auto pilot

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### The Daily Pre-Game Huddle



- Allocate time (10 minutes is often enough) on a daily basis for prioritization
- Categorize for effectiveness (e.g. Eisenhower Matrix)
- Establish priorities for the day (personal and professional)

..... inspiring excellence

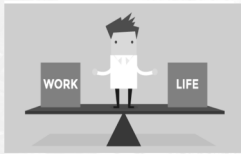
10

### EISENHOWER MATRIX

	<b>URGENT</b>	<b>NOT URGENT</b>
<b>IMPORTANT</b>	<b>QUADRANT 1</b> <b>REDUCE</b> Deals with crisis management. Reduce time spent in this quadrant by doing more work in quadrant 2.	<b>QUADRANT 2</b> <b>SCHEDULE</b> Involves future planning through strategic thinking. Requires initiative. Spend more time here.
<b>NOT IMPORTANT</b>	<b>QUADRANT 3</b> <b>DELEGATE</b> Empower team by assigning tasks in this quadrant. Enable your team to do independent decision making.	<b>QUADRANT 4</b> <b>DECLUTTER</b> Eliminate tasks that do not align with company's mission and goals. Learn to say no to them.

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### Work-Life Separation



- Designate "work-free zones" in your home
- Work with your team to be clear on expectations for after hours communication
- When you're off, unplug
- Set boundaries with your technology
- Integrate work/personal calendars

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## NURTURE YOUR NETWORKS

- Work Networks
  - Support
  - Coverage
  - Problem-Solving
- Family/Social Networks
  - Mitigate workplace stress
  - Fulfillment
  - Encouragement/Understanding



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## Optimize for Efficiency



- Create workflow/best practice/etc. as part of a debrief
- Exercise on your lunch hour
- Walking meetings for work
- Workout with a friend
- Listen to audio books, podcasts when doing chores, commuting, etc.

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## WHEN THINGS ARE OUT OF CONTROL

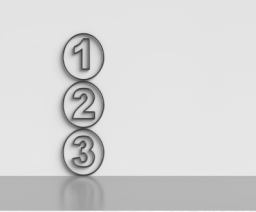
- Assess reality: sprint or marathon?
- Develop a sustainable strategy
- Communicate with your work group and your family
- Lean on your networks
- Delegate
- Backburner what you can
- Re-evaluate
- Seek professional help when needed



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## Exercise



What steps might you take right now to move you toward your "right ratio"?

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## Summary

1. Healthy work-life balance ratios are highly personal and dynamic; periodically reflect, re-evaluate and redesign
2. Design your optimal "mix"
3. Leverage strategies and tactics that are proven to be highly effective:
  1. Lean into routine
  2. Daily prioritization keeps you flexible and effective
  3. Build and maintain your support networks
  4. Look for integration opportunities
  5. Practice work/life separation
4. When things get out control, evaluate and strategize (sprint vs. marathon)
5. Track your time (a couple of times a year and during major life changes)

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## THANK YOU!



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