WORK LIFE BALANCE

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GEORGIA TECH HUMAN RESOURCES
**Work-Life Balance Definition**

**BusinessDictionary.com** defines work-life balance as “a comfortable state of equilibrium achieved between an employee's primary priorities of their employment position and their private lifestyle.”

**Worklifebalance.com** defines work-life balance as “meaningful daily achievement and enjoyment in each of your four life quadrants: Work, Family, Friends, and Self.

In a nutshell, work life balance involves carefully combining your work life and your home life to achieve enjoyment in both.
GROUP DISCUSSION

1. What are your top three challenges when trying to balance your work-life and home-life?

2. What methods have you tried, or who have you tried to enlist to help you with these challenges?
Which “Work-Life Balance” Definition Do You Agree With?

A

Spending equal time at work and with family.

B

You are a balanced, whole and healthy individual, with balanced, whole and healthy goals.
BAD MANAGEMENT
Time Management

Technology Management

Location Management

Self Management
Two parents working
Increase of women in the workforce
Increase of men engaged in housework and child care
Added pressures of balancing work and family life
Difficulty Balancing Work and Family Life
WORKING MOMS

- Difficult: 56%
- Not Difficult: 44%

WORKING DADS

- Difficult: 50%
- Not Difficult: 50%

Time Management

53% of all working parents with children >age 18 say it is difficult to balance job responsibilities with family responsibilities.

What are some other time management factors that get in the way of you achieving optimal Work-Life Balance?
Technology Management

GOOD?  BAD?
### Technology Management

#### GOOD SERVANT
- Videoconferencing
  - (Doctors are now even seeing patients via Skype*)
- Web seminar programs
- Tech apps
- Cell phones
- Online calendars

#### BAD MASTER
- Too much access
- Less accountability/less human interaction
- Oversharing
- Added stress
- Physical pain

*BCBSGA offers this option via LiveHealth Online*
What are some other technology management factors that get in the way of you achieving optimal Work-Life Balance?
Location Management

- Travel is a requirement for work
- Relocation: road to success
- How does this affect your home life?
According to a Pew Research Center survey, 32% turned down an international assignment because they did not want to relocate their families.

28% had done so to protect their marriages.

After children, women cut back on business trips and executives of both sexes refused to relocate.

What are some other location management factors that get in the way of you achieving optimal Work-Life Balance?
Self Management

- Putting self last
- Neglecting health needs
- Women are more likely to get hit the hardest
Every relationship is altered once you become a caregiver

- Parent/Child relationship
- Personal relationships
- Friendships
- Work
Self Management

What are some other self management factors that get in the way of you achieving optimal Work-Life Balance?
Two types:
- Tolerable Stress
- Overwhelming Stress

Learn how to recognize signs and symptoms of stress overload.
## Signs & Symptoms of Stress Overload

### Cognitive Symptoms
- Memory problems
- Inability to concentrate
- Poor judgement
- Seeing only the negative
- Anxious or racing thoughts
- Constant worrying

### Emotional Symptoms
- Moodiness
- Irritability or short temper
- Agitation, inability to relax
- Feeling overwhelmed
- Sense of loneliness and isolation
- Depression or general unhappiness

### Physical Symptoms
- Aches and pains
- Diarrhea or constipation
- Nausea, dizziness
- Chest pain, rapid heartbeat
- Loss of sex drive
- Frequent colds

### Behavioral Symptoms
- Eating more or less
- Sleeping too much or too little
- Isolating yourself from others
- Procrastinating or neglecting responsibilities
- Using alcohol, cigarettes, or drugs to relax
- Nervous habits (e.g., nail biting, pacing)
TIME MANAGEMENT SOLUTIONS

- **Schedule** down time, date night, exercise, etc.
- **Drop** activities that sap your time or energy
- **Re-think** errands and consider outsourcing and batching
- **Set** small, manageable goals
• Don’t check emails or take calls when you are supposed to be at home spending time with family.

• If you must check emails or take calls at home, set aside a certain time to do so.

• Be sure to have face to face meetings or get up and talk to a person instead of emailing or texting.
• Plan your career path with your spouse or significant other.

• Use technology (as a good servant) to keep in touch – Skype, Facetime, social media, etc.
“What happens to a car that does not go in for its maintenance? Typically, it encounters mechanical failure and the car life span is reduced. Similar to a car, our complicated fragile system needs to go in for maintenance, or self-care, to sustain itself. Otherwise, our body experiences mental health and physical issues, such as a nervous breakdown or an illness.

Therefore, it is important to listen to our mind and body to care for it. When we are feeling stress, aches, irritability, or sickness, it is our body communicating to us that we need self-care. Taking care of ourselves mentally and physically can have a tremendous positive impact on our self, our relationships with others, and our overall well-being.”

Amy Chang
Marriage & Family Therapist
SELF MANAGEMENT SOLUTIONS

- Remember the airplane safety warning
- Learn to say no
- **Eat** good quality, **whole foods**
- Change your **priorities**. Make your own wellness a priority
- Get 7-9 hours **sleep**
- **Exercise** 30 minutes/day, 5 days/week
- Spend 15 minutes daily doing something for yourself
PRIORITIES EXERCISE
GEORGIA TECH WORK/LIFE BENEFITS

Work/Life Programs:

• Onsite childcare centers
• Flexible work arrangements
• Employee Assistance Program (through Health & Well-Being)
• Tuition assistance
• Discounted financial services and personal/home services
• Leaves of absence
• Be Well Benefits Education Series
• Summer camp resources
• Service Awards
• Staff Awards

http://www.ohr.gatech.edu/worklife
ONSITE CHILDCARE CENTER

• Two locations:
  • R. Kirk Landon Learning Center: 1015 Tumlin St., NW
  • The Children’s Campus @ Georgia Tech: 251 10th St.

• Open Monday-Friday from 7:00 a.m. – 6:30 p.m.

• Our centers offer:
  • S.T.E.M. curriculum
  • School holiday and summer camp for children ages 4-8 years.
  • Breakfast, lunch, and afternoon snacks including whole grains, fruits and vegetables.

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FLEXIBLE WORK POLICY

• At the discretion of department

• Participating in a flexible working arrangement is a privilege and not a right

• Various Forms of flexwork
  • Compressed workweek
  • Flextime
  • Job Sharing
  • Telecommuting

• More information can be found in the Policy Library:
  http://www.policylibrary.gatech.edu/employment/flexwork-arrangements
  http://www.ohr.gatech.edu/worklife
EMPLOYEE ASSISTANCE PROGRAM (EAP)

• Provides help at no cost to employees who are seeking solutions to personal concerns – 24/7

• Up to 6 sessions per problem for face-to-face counseling and referral for a full range of personal, family and work concerns

• Provided services include, but are not limited to:
  • Assessment for emotional issues such as depression, nervous, or emotional disorders, and substance abuse
  • Life transition assistance (divorce, retirement, marital distress, caregiving, etc.)
  • Legal consultation; Simple Wills prepared at no cost; 25% discount off attorney’s hourly rate for services rendered beyond EAP

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# Tuition Assistance

<table>
<thead>
<tr>
<th>TAP</th>
<th>STRAP</th>
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<tbody>
<tr>
<td><strong>USG sponsored program</strong></td>
<td>Georgia Tech sponsored program</td>
</tr>
<tr>
<td>6 months full-time, benefits-eligible employment (Staff or Research Titled Faculty)</td>
<td>12 months full-time, benefits-eligible employment (Staff or Research Titled Faculty)</td>
</tr>
<tr>
<td>Any USG college/institution</td>
<td>Any accredited non-USG college/institution</td>
</tr>
<tr>
<td>Up to 9 credit hours per semester</td>
<td>Up to 6 credit hours per semester</td>
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<tr>
<td>Tuition waiver applied up front</td>
<td>Reimbursement received after term up to the Georgia Tech rate with grades and transcripts</td>
</tr>
<tr>
<td>Any degree except medical, dental, law, executive/premier</td>
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<table>
<thead>
<tr>
<th>Service Type</th>
<th>Discount Offer</th>
<th>Cost Savings</th>
<th>Additional Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone</td>
<td>Computer &amp; Software discounts</td>
<td>CCT/MARTA/GRTA Express/Gwinnett</td>
<td>Car Rental</td>
</tr>
<tr>
<td>Legal &amp; Financial</td>
<td>Car Purchasing</td>
<td>Tobacco Cessation</td>
<td>Travel Discounts</td>
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<tr>
<td>ZipCar</td>
<td>Banks/Credit Unions</td>
<td>529 GA Higher Educ. Savings Plan</td>
<td>Will Preparation</td>
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<tr>
<td>Campus Recreation Center</td>
<td>DePoe Eye Center</td>
<td>Dining Discount</td>
<td>G.I.T. FIT</td>
</tr>
<tr>
<td>Physical Rehab. &amp; Chiropractic Svs.</td>
<td>Tech Dentistry</td>
<td>Atlanta Hawks</td>
<td>BJ’s Wholesale Club</td>
</tr>
<tr>
<td>Movie Theaters</td>
<td>Georgia Aquarium</td>
<td>Orlando Theme Park Discounts</td>
<td>GA State Parks Golf Courses</td>
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LEAVES OF ABSENCE

• Vacation
• Holiday Pay
• Sick Leave
• Other Leaves of Absence
  • Donated Sick Leave
  • Family Medical Leave Act (FMLA)
  • Education Support Leave
  • Court duty with pay
  • Military leave with or without pay
  • Organ donation leave with pay
  • Bone marrow donation leave with pay
  • Blood donation leave with pay

http://www.ohr.gatech.edu/worklife
Our Benefits Education and Wellness Series offers a variety of workshops to help you make smart wellness choices for you and your family.

Topics encompass your physical, emotional, mental, and financial health.

Upcoming Workshops:

- March 28: Education Assistance Programs Info Session
- April 25: Bank at Work Day
- May 9: Smoking Cessation
- May 23: Deskercises: Exercises You Can Do At Work
- June 6: Education Assistance Programs Info Session
- June 12: Healthy Cooking Demo

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SUMMER CAMP RESOURCES

- Summer Camp Expo in February
- Metro-Atlanta Summer Camp Resource Guide
- Georgia Tech Camp Offerings
- Government Assistance: Atlanta-area Camps

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SERVICE AWARDS

• Service ceremony held every spring.
• Recognizes employees who have served the GT community for 10 and 25 years (based on Benefits Service Date).
• President Peterson, Provost Bras, Mr. Swant, EVP, Administration and Finance and Dr. Kim Harrington, AVP, Human Resources attend and speak.

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We offer eight staff awards that align closely with the Institute’s Vision for the future and core values:

- Excellence Award
- Process Improvement Excellence Award
- Rising Wreck Award
- Partnership Award
- Spirit of Georgia Tech Award
- Leadership in Action Award
- Service to the Community Award
- Creating the Next Award

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CONCLUSION

- There is no “one” right way

- “Put on your airplane mask”

- Work/Life benefits that Georgia Tech offers