

10 Tips for Managing Work-Life Balance

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About Me

- Program Manager – Employee Wellbeing and Engagement
- Staff Council Vice-Chair
- Staff Council Health & Wellbeing Committee Chair
- GRIOT ERG Special Committee Chair, Black Women at Tech
- Institute Strategic Plan, Cultivate Well-Being - Workplace Culture subgroup co-chair
- USG Well-being Liaison
- Wife
- Mother to three boys
- T-I-R-E-D!

When you have to work from home but you're also a parent



Work Life Integration or Life Balance



Taking Care (of You)

Time management

Advantages

Keep the Faith

Intentions

Neighborly

Give Back

Communication

Awareness

Review

Enjoy Yourself



Time Management

- Schedule breaks, lunch, family time, exercise, etc.
- Drop activities that sap your time or energy
- Don't expect to work at normal capacity*
- Set small, manageable goals
- Keep office hours
- Stick to a routine

**If working from home as a parent or caregiver*

Advantages – GT Work Life Benefits

- Onsite childcare centers
- Flexible work arrangements
- Tuition assistance
- Be Well- Benefits Education and Wellness Series
- Summer camp resources
- Service Recognition
- Staff Awards
- Leaves of Absence
- Perks and Discounts
- Virgin Pulse Wellbeing Program
- LiveHealth Online and LiveHealth Psychology and Psychiatry

Advantages – EAP Work Life Benefits

- Counseling
- Legal services
- Financial services
- Family caregiving services
- Academic resources and referrals to tutors
- Pet care services
- Special needs services
- Daily living and concierge resources
- Relocation services and referrals

Keep the Faith

- Positive Emotions
- Optimism
- Faith/Prayer
- Gratitude
- Meditation
- Nature/Fresh Air
- Calming Music
- Relaxing Breaths



Intentions (Goals)

- Brings pleasure
- Gives us a sense of meaning and purpose
- Brings a sense of accomplishment
- Think about things you've put off
- Set new intentions
- It doesn't have to be huge
- Vision boards



Be Neighborly (Socialize)

- Stay connected
- Phone calls/video chats
- Check in with people before meeting starts
- Virtual Group events
- “Zoom” Happy Hours
- Church
- Meetup.com
- Affiliated Organizations, ERGs, Staff Council, etc.

Give Back

- Volunteer
- Assist the elderly with grocery shopping
- Create cards for nursing homes or military personnel overseas
- Donate Blood
- Donate to Food Bank
- Klemis Kitchen



Communication

- Over-communicate
- Be realistic
- Connect regularly
- Regular Check-ins
- Check in on colleagues



Awareness

- Be aware of what you're feeling
- Stay connected
- Utilize EAP- KEPRO
- LiveHealth Online Psychology or LiveHealth Online Psychiatry



Review (Keep Learning)

- Workplace Learning and Professional Development
- Campus Learning Directory
- LinkedIn Learning
- Free workshops
- Free library resources
- Georgia Tech
- Community library
- Techmasters
- Microsoft E-Learning Courses
- GTPE
- MOOCs (Massive Open Online Courses)



Enjoy Yourself (Self-care)

- Remember the airplane safety warning
- Set aside time for self
- Wellness activities: exercise, meditation/prayer, journaling, art, crossword puzzles, art
- Learn to say no
- Eat good quality, whole foods
- Change your priorities. Make your own wellness a priority
- Get 7-9 hours sleep
- Movement 30 minutes/day, 5 days/week

Questions?

