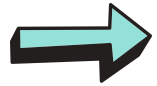




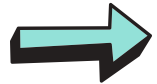
Work-Life Integration

Natalie Eicher
Co-CEO, Mettacool

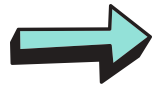
THE PROBLEM



You feel **overwhelmed** by your to-do list, feeling like you get little **priority work** accomplished



You feel a **push & pull** between work and personal priorities, and feel like you aren't doing a good job at either.

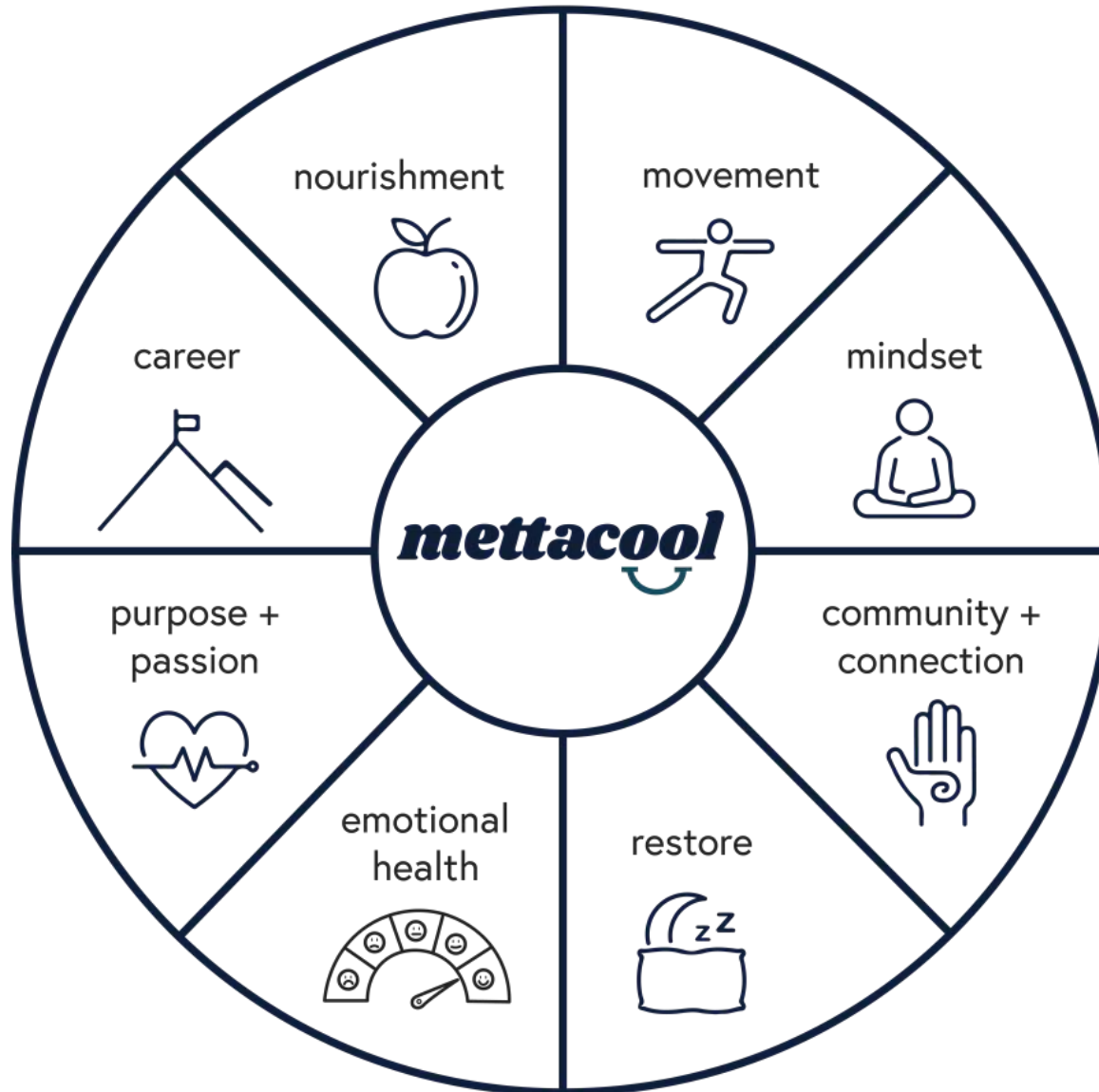


You want to present with your loved ones, but feel like it's **hard to turn work "off"** sometimes



The **weeks fly by** and it never feels like there is **enough time** in the day

WELL-BEING WHEEL



BALANCE VS. INTEGRATION



WORK-LIFE INTEGRATION

Think about what's most important to you (examples: values, goals, interests, actions, and results you pursue) in these 4 domains of your life:

1. Self/Your Well-Being
2. Work
3. Family
4. Social/Community



REFLECT

1. Reflecting on these priorities, what are you letting go of in this season ie: what do you need to say no to right now in order to say “yes” to your top priorities?
2. Where do you see conflict in what you wrote down in these domains?
3. Where is there conflict or competition between domain priorities? For example, if I say that I prioritize cooking and eating dinner with my family 5 nights a week (family domain) but I listed that I want to work out at the gym after work 4 nights a week (self/well-being)

REFLECT

4. Where do you see the opportunity for harmony where there is conflict? For example, you can identify alternate ways to achieve that goal, experiment with new patterns of behavior, try activities at new times or in different places, multi-purposing, etc.

5. Based on what you consider your priorities in these areas, what needs to change so you can authentically live out this integration?

6 What support do you need to make work-life integration a reality?

MULTI-PURPOSING

- Working out with a spouse, kids or friend
- Responding to calls/emails during commute
- Meeting a friend for lunch twice a week
- Using a standing desk
- Doing household chores with the kids
- Listening to an audio-book while driving
- Cooking with mom

What are some ways you multi-purpose?

VALUES-BASED TIME MANAGEMENT FRAMEWORK

- 1 ASSESS YOUR **VALUES**, **PRIORITIES**, AND **HOW YOU SPEND YOUR TIME**
- 2 BUILD OUT **WEEKLY TASK INVENTORY**
- 3 **ASSIGN** PRIORITY, URGENCY, TIME ESTIMATE
- 4 **SCHEDULE** EXISTING MEETINGS/COMMITMENTS
- 5 SCHEDULE PRIORITY TASKS IN AVAILABLE TIME SLOTS WITH CONSIDERATION FOR YOUR "**FOCUS ZONES**"
- 6 **DAILY & WEEKLY ASSESSMENT** OF PRIORITY-ALIGNED ACHIEVEMENTS

ASSESS YOUR VALUES

Think about your values, both professionally and personally.

Values **define** us and **bind** us together, **drive decisions** in all of our interactions, and **never change**.

ASSESS YOUR PRIORITIES

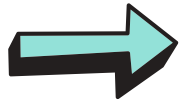
Priorities **require action**, **must be managed** daily, and **shift** based on a given situation or season of life/work.

Take a **"whole person"** approach to your priorities:

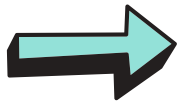


ASSESS YOUR TIME

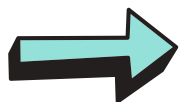
*" TIME IS THE MOST VALUABLE CURRENCY IN THIS WORLD
WHERE 1 SECOND LOST CANNOT BE BOUGHT BACK BY THE
MOST VALUABLE OR POWERFUL CURRENCIES AVAILABLE IN
THIS MATERIALISTIC WORLD."*



Track your time for a week in 15-30 minute time slots



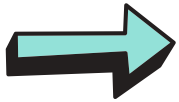
Consider using an app like RESCUETIME or TOGGL



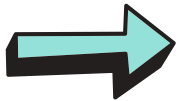
Reflect on how you ACTUALLY spend your time in comparison to how you want to spend your time

*“Be time conscious rather than a perfectionist. Let the **amount of time spent on a task be proportionate to the value** of the outcome.”*

BUILD OUT WEEKLY TASKS



This is your weekly "BRAIN DUMP"



Differentiate between quick tasks and more complex tasks

WEEK OF:

WEEKLY BRAIN DUMP

WELL-BEING - Strive to hit multiple areas on a short-term basis to enhance your well-being

☐ NOURISHMENT
 ☐ MOVEMENT
 ☐ MINDSET
 ☐ COMMUNITY + CONNECTION

☐ RESTORATION
 ☐ SURROUNDINGS
 ☐ PURPOSE + PASSION
 ☐ PROFESSIONAL GROWTH

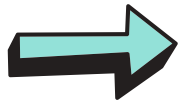
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ALL OTHER ACTION ITEMS	URGENT	EVERYTHING ELSE	DELEGATE	DAY(S)	TIME ESTIMATE	SUPPORTS GOALS?
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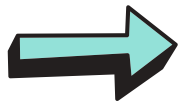
QUICK TASKS (<10 MINUTE TASKS YOU CAN COMPLETE AS YOU HAVE A FEW MINUTES AT A TIME.)

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ASSIGN PRIORITY




Think about those priorities that get you closer to your goals



Decide what is urgent and estimate the time required to complete each task

WEEK OF: WEEKLY BRAIN DUMP

 WELL-BEING - Strive to hit multiple areas on a short-term basis to enhance your well-being

☐ NOURISHMENT ☐ MOVEMENT ☐ MINDSET ☐ COMMUNITY + CONNECTION
☐ RESTORATION ☐ SURROUNDINGS ☐ PURPOSE + PASSION ☐ PROFESSIONAL GROWTH

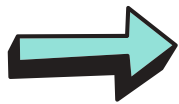
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SCHEDULE COMMITMENTS

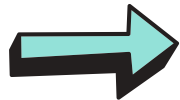


These are pre-existing, non-negotiable commitments like meetings, social engagements, dr. appointments, etc.

DAILY PLANNING		MONDAY	DATE:
MEETING + COMMITMENT SCHEDULE		PRODUCTIVITY + ACTION	
7:00 AM	<input type="checkbox"/>		<input type="checkbox"/>
7:30 AM	<input type="checkbox"/>		<input type="checkbox"/>
8:00 AM	<input type="checkbox"/>		<input type="checkbox"/>
8:30 AM	<input type="checkbox"/>		<input type="checkbox"/>
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6:00 PM	<input type="checkbox"/>		<input type="checkbox"/>

☐ HAVE YOU REFERENCED YOUR QUICK TASKS LIST? ☐ IS TODAY ALIGNING WITH YOUR WELL-BEING WHEEL?

SCHEDULE TASKS



These are items from
your "Brain Dump."
Schedule in open slots
where you don't have
commitments.

DAILY PLANNING

MONDAY DATE:

	MEETING + COMMITMENT SCHEDULE	PRODUCTIVITY + ACTION
7:00 AM	<input type="checkbox"/>	<input type="checkbox"/>
7:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
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6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>

☐ HAVE YOU REFERENCED YOUR QUICK TASKS LIST?

☐ IS TODAY ALIGNING WITH YOUR WELL-BEING WHEEL?

EVALUATE ACHIEVEMENTS

WEEKLY GOALS 









Based on your priorities and goals, reflect on whether or not the way you spent your time throughout the week aligned with them.

Also take a moment to celebrate any successes from the week, and make note of anything you'd like to do differently in the future.

TAKING INVENTORY OF YOUR GOALS + ACTION STEPS

Based on the long-term goal(s) you have set for yourself and the action steps you have put in place to get there, reflect on whether or not your action this week were in line with the vision you have for your overall well-being.

WELL-BEING WHEEL
In striving to hit multiple areas of your well-being this week, how would you rate your prioritization of each area on the Well-Being Wheel?
Circle the number that best fits, with 1 being "didn't think about it," and 10 being "totally nailed this."

	NOURISHMENT	1	2	3	4	5	6	7	8	9	10
	MOVEMENT	1	2	3	4	5	6	7	8	9	10
	MINDSET	1	2	3	4	5	6	7	8	9	10
	COMMUNITY + CONNECTION	1	2	3	4	5	6	7	8	9	10
	RESTORATION	1	2	3	4	5	6	7	8	9	10
	SURROUNDINGS	1	2	3	4	5	6	7	8	9	10
	PURPOSE + PASSION	1	2	3	4	5	6	7	8	9	10
	PROFESSIONAL GROWTH	1	2	3	4	5	6	7	8	9	10

What did you do this week that you are proud of?

What, if anything, might you like to do differently next week?

TIME MANAGEMENT TIPS

- **When you have related work, batch those items together.**
 - For example, don't answer your emails and phone calls throughout the day. Schedule a specific time to handle these tasks.
- **Plan for only 75% of your time to be available due to "reactive tasks"**
- **Know your zones**
 - When do you have the most energy and feel most productive during the day? When does your brain need a break? Schedule your work accordingly.
- **Don't multi-task**
 - Devote your complete attention to one task at a time, setting completion goals and hitting them before moving on to the next thing.

THOUGHTS ON MULTI-TASKING

More than a quarter of the time someone switches tasks, **it's two hours or more** before they actually resume what they were doing.

On average, people check their phones **every 15 minutes** or less. As a result, **it can take up to 50% longer** to complete that initial task at hand than if you'd never been distracted.

SUMMARY & GOAL SETTING

- **Take time to make time**
 - Planning ahead requires effort and forethought, but ideally gives you both control over your schedule and freedom to spend more time on yourself.
- **Assess and re-assess how you spend your time each week and improve your efficiency over time**
 - Don't forget to celebrate your successes, too!
- **Use your time management tips**
- **Allow your values and goals to drive your daily, weekly, and monthly priorities and tasks**



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team@mettacool.com



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