



The e-magazine of the Work Life Balance Centre

# Balancing Act

[www.worklifebalancecentre.org](http://www.worklifebalancecentre.org)

Edition 13



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 downloaded easily, so just help yourself. If you want 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

## FIVE TOP TIPS TO REGAIN CONTROL

**It is never too late to begin the task of regaining control of your work life balance and here are 5 top tips to help you make a difference.**

1) *Take a new view* – one of the first skills lost as we succumb to stress is a sense of perspective. As energy falls and workloads rise it is easy to feel everything is urgent, or that it is all going horribly wrong. Take a few moments to breathe deeply. Concentrate on those things that are truly vital. And that includes yourself.

2) *Level the landscape* – being surrounded by clutter is incredibly stressful. Whether it is unpaid bills or half completed reports, piles of paper need to be put away. The same applies to electronic files. Wading through hundreds of emails in your in-box is depressing. You'll feel so much better for a clearer workspace.

3) *At the right time* – don't keep your workload buzzing in your head or scribbled on bits of paper stuck around your desk. Divide up the day into a series of

time slots and allocate your work to a dedicated slot with a start and finish time. That way you'll know what can and cannot be achieved in a given time frame.

4) *Pat on the back* – making big changes takes time and you need to reward yourself to keep up your motivation. Each time you take a step in the right direction – however small – give yourself a reward and then keep going.

5) *Helping hand* – it's always easier to succeed with a bit of support. Why not join one of our programmes so we can help you regain control over your work life balance and show you a different way forward. From group sessions to one to one support, you'll find the type of help that will suit you the most. For more information visit <http://www.worklifebalancecentre.org/courses.php>.

### Special announcement

There is a special course (not listed on the site) in South Wales on June 29/30. We still have a few places available so email for more details: [hurstj@worklifebalancecentre.org](mailto:hurstj@worklifebalancecentre.org)



## Our aims

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.



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# What did you do today?

**Have you ever forgotten what you did yesterday or even a few hours ago? A new tool could provide the answer. Here Katrina Delargy who developed the tool explains how.**

Have you ever tried to measure the time that is wasted on things you shouldn't really have to do? We rarely build up the evidence to persuade anyone to change. What if there was an easy way to do that?

Maybe if we had evidence of how much time was wasted in specific ways, we could get more done or have more time to relax and unwind or to use our work time more productively.

A new software tool called TIYGA ([www.tiyga.com](http://www.tiyga.com)) makes it easy to work out how much time we actually spend doing what we really should, and should not be doing, and build a persuasive case for change.

TIYGA makes it easy to record your time,

whether you are desk-based or mobile. Most people appreciate the principles of keeping a time log, to discover where their time went and what choices they have over how it is spent – but many people find them too time-consuming to maintain. TIYGA is different.

Key features include:

- Instant analysis – tables and coloured charts
- Set alerts – to tell you when you have spent too much time on certain things
- Integration with calendar – saves recording entries twice
- Compare how much time you planned to spend vs what you actually spent on an activity
- Add up the total time spent by the team on an activity

With TIYGA you can maximise time on what you really need and want to do and keep a check on what you want to do less of, or do less often. It helps you focus on time as an asset.

## Web Watch

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

### Hse report of stress in the workplace

[http://www.workplacelaw.net/display.php?resource\\_id=7098&a\\_id=1943](http://www.workplacelaw.net/display.php?resource_id=7098&a_id=1943)

### Work life balance better in northern Europe

[http://today.reuters.co.uk/news/newsarticle.aspx?type=healthNews&storyid=2006-05-17T125822Z\\_01\\_L17664678\\_RTRIDST\\_0\\_HEALTH-LIFE-EU-WORK-DC.XML&src=rss](http://today.reuters.co.uk/news/newsarticle.aspx?type=healthNews&storyid=2006-05-17T125822Z_01_L17664678_RTRIDST_0_HEALTH-LIFE-EU-WORK-DC.XML&src=rss)

### Child free not rights free

<http://www.peoplemanagement.co.uk/pm/articles/childfreenotrightsfree.htm?name=law+at+work&type=section>

### Foods to ease depression

<http://www.timesonline.co.uk/article/0,,8123-2181638,00.html>

### Being a working mother is good for you

[http://www.mirror.co.uk/news/tm\\_objectid=17078608%26method=full%26siteid=94762%26headline=being-a-working-mother-is-good-for-you--name\\_page.html](http://www.mirror.co.uk/news/tm_objectid=17078608%26method=full%26siteid=94762%26headline=being-a-working-mother-is-good-for-you--name_page.html)

### Flexible working in Europe

<http://www.eurofound.ie/press/communique/2006/may/newsletter2.htm>

### Turning off the mobile

<http://business.timesonline.co.uk/article/0,,9076-2174041,00.html>

### Samaritans and stress at work

<http://www.eveningtimes.co.uk/hi/news/5051690.html>

