BALANCE: FINDING OUR BEST (NOT MORE) WORK

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Outline

- How we got here
- Design Theory in Goal Setting
- Perspective Shifting
- Values Clarification
- Day-to-day Time Management Tips
- Resources

Background

DESIGNING YOUR LIFE: HOW TO BUILD A WELL-LIVED, JOYFUL LIFE

Burnett, William (Consulting professor of design), and David J. 1953-

More Background

More Background

Based on Stanford Professor’s their popular Life Design class and workshops
Applies theories of design to life
Designer’s Mindset
■ Be Curious
■ Try Stuff
■ Reframe Problems
■ Ask for Help
■ Know it’s a Process

pp. xxvi-xxvii Designing Your Life: How to Build a Well-lived, Joyful Life

You Are Here...
...Where Can You Go?
■ You cannot be successful in your work without balance.
■ What are some areas that need work?
■ Think like a designer.
– Be curious
– Try new things
– Ask for help
– Know it’s a process

pp. 4-27 Designing Your Life: How to Build a Well-lived, Joyful Life

You Are Here...
Identify the Right Problem
– People can lose years working on the wrong problem!
Gravity Problems
– Is it actionable?
– Are the chances of failure worth the effort?
Assess Your Life Balance
– Health
– Work
– Play
– Love

pp. 4-27 Designing Your Life: How to Build a Well-lived, Joyful Life

Build Your Compass
■ Lifeview & Workview
– Lifeview: “Who you are, what you believe, what you are doing?”
– Where do the two views overlap? Where do they clash? Does one inform the other?

pp. 29-40 Designing Your Life: How to Build a Well-lived, Joyful Life

Find Your Flow
How can you get yourself in the zone?
■ Find out what tasks give you energy.
– What jobs do you love doing?
■ Discover which tasks drain you.
– Can you make this task better?
– Can you give yourself incentives for completing this task?
■ How much engagement do these tasks require?
– Is it worth it?

pp. 41-61 Designing Your Life: How to Build a Well-lived, Joyful Life

Mind Mapping and Brainstorming
■ Spend time writing out possible designs of your life using a Mind Map
– Start with one task that brought you energy, then branch out from there
– Circle similar words that pop out and create a solution from there
■ Brainstorm solutions to problems
– Encourage creativity!
– No idea is too crazy
● Collaborate with others:
– Find mentors, colleagues, friends
– Networking is key
– Ask for help
■ Find a solution that might work, then start somewhere
– Remember the first version will probably not be your last!

pp. 45, 56, 82, 111, 119 Designing Your Life: How to Build a Well-lived, Joyful Life
Relevant Takeaways

**Designing your life: How to Build a Well-lived, Joyful Life**

- Collaborate!
  - Advice vs. Counsel
  - Discernment
- “Agonize Let Go and Move On”

pp. 206, 208, 170 Designing Your Life: How to Build a Well-lived, Joyful Life

**RISING STRONG**

**DARE TO LEAD**


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**GENEROUS ASSUMPTIONS**

“All I know is that my life is better when I assume that people are doing their best. It keeps me out of judgment and lets me focus on what is, and not what should or could be”

p. 113 Brené Brown, Rising Strong

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**Relevant Takeaways**

**Rising Strong**

**Boundaries**

- Important to be clear about what’s acceptable and what’s not
- It is my responsibility to advocate for what I need
- “The trick to staying out of resentment is maintaining better boundaries – blaming others less and holding myself more accountable."

p. 119 Rising Strong

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**Dare to Lead**

**Values Exercise**

- “We can’t live into values we can’t name”
  - What are your values?
  - List at www.brenebrown.com
- Professional and Personal are the same

p. 189 Dare to Lead,
Relevant Takeaways

**168 Hours**

People don’t feel like they have enough time

1. Understand your core competencies
   - What things am I doing that someone else could do better?
   - Stick to your values.

2. Does my time align with my values?
   - Understand where your time is going
   - Track your time to understand where it goes.

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### Email

- **Designate times of day to work through**
- Don’t use as a to-do list
- Don’t keep it open all the time
- Only check when you’re in a position to respond
- Sometimes a phone call or conversation is best.

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### Control your calendar

- **Look at the week in 168 hours**
- **Plan the following week on Friday**
- **Make time for planning and strategic thinking**
- **Invest in yourself and your professional development**
- **Would I say ‘yes’ to this if it were tomorrow?**
- **Build in uninterrupted time**

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**168 HOURS YOU HAVE MORE TIME THAN YOU THINK**

Vanderkam, Laura. *168 Hours you have more time than you think*. Penguin Group, 2010.

- Several books with time management & productivity theme
- Based on research from a longitudinal time-usage study
- TED Talk, Podcasts, articles
- www.lauravanderkam.com
RESOURCES


