

Agnition Newsletter

Work Life Balance Day - Tipping the Scales

29th February 2008

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It is no coincidence that today is Work Life Balance Day.

Work Life Balance has become the Holy Grail of the 21st Century and the 29th of February gives us an extra day to get it right!!! How many of you have said to yourself - 'Great, an extra day to catch up on stuff' and not 'Great, an extra day - what will I do with it?'

EPICWay© to Manage

Agnition's EPICWay© to Manage offers a planned and more structured approach to managing your work/life balance drawing on best practice Project Management. This approach involves four stages: Evaluation, Planning, Implementation and Completion. It is scaleable; you can apply it just as easily to balancing work and life daily, weekly, monthly or annually.

Read on for some advice on how to tip the work/life scales in your favour without affecting productivity, output or the bottom line.

Applying the EPICWay© to Manage enabled one of our clients to take their first weekend off in almost 2 years!

Follow these Steps

One of the core principles of any project management approach is to evaluate and plan up front. This applies just as easily to the issue of work/life balance. A little bit of evaluation and planning will go a long way to tipping the scales in your favour! So take an hour and follow these steps, concentrating on the work side of the scales:

Evaluate - *what* you have to do today, this week, or this month. Write it down and then ask yourself *why* each item on the list must be done. If there is not a good enough reason, strike the item off the list. This enables you to focus and prioritise your workload.

Plan - Now, work out *when* each item needs to be done and *how* it will be done. *Now, tip the scales even further by doing and finishing properly.*

Implement - Using your plan, work through the items on the list until each one is done. If something comes up that is not on the list, add it and continue.

Complete - At the end of each day, week or month, look back at what you have or have not achieved. Tick items off the list. As for the items that don't get done, they obviously weren't as important as you thought they were! Often, things don't get done because they are not a priority or because something else comes along that is more important. Learn from this and do the prioritising up front!

