Strategies for Work-Life Accord

**Reframing**
- Don’t strive for perfect balance. Aim for work-life accord, with flexibility that allows for unexpected events.

**Multitasking**
- Establish and keep office hours. Make it known when you’re available to others. And when you’re not.
- Devise levels of priority for types of communication. For example, answer all phone calls first, e-mails second, etc. and then don’t check e-mails again until a scheduled time.
- Practice chunking. Set aside chunks or blocks of time for certain projects, maybe just checking e-mail at certain times and then ignoring it on the off-times, and gradually increasing the number and size of chunks during your work week.
- Turn off IM or shut your door if you need to concentrate.

**Technology**
- Avoid the time drains associated with technology. Calendar fun time including time on social media, time spent gaming, and time spent on listservs.
- Don’t check e-mail at odd times and especially not during vacation.
- Turn off e-mail notifications on your mobile devices.

**Resiliency**
- When dealing with things you can’t control, try to be empathetic, civil, and transparent.
- Adopt the practices of mindfulness, even if you take part in an abbreviated study.

**Prepare for Teaching, Scholarship, Committees, Re-Appointment & Review**
- Stay organized.
- Know University and departmental guidelines, well in advance.
- Review the Academic Affairs web site including the Frequently Asked Questions pages.
- Ask questions as they arise.
- Create clearly defined time to meet the criteria established by your department. Communicate these times to all.
- Cultivate people who can fill during emergencies, planned vacations, or when you simply need a break. Have multiple backup people, when possible.
- Identify mentors who can serve as examples or sounding boards.
Relationships
● Communicate openly and honestly with your partner.
● Love the work you do because it will “spill over” into your home life.
● Ask about your partner’s day.
● Discuss boundaries with your partner.
● Make your partner your chief supporter and make sure they know, specifically, what kind
  of support you need.
● Cultivate downtime.
● Eliminate activities that drain energy or time.

Children
● Children learn from our behavior and how we handle problems.
● Communicate openly with all concerned.
● Establish priorities, examine logistics and define roles.
● Know policies at work and communicate with supervisor.
● Ask for a commitment from child care provider and carefully go over policies. Treat this
  like any other business.
● Trust your instincts.
● Have contingency plans for emergencies.
● Plan personal time for recharging.
● Be organized.

Elder Care
● Be prepared to discuss personal issues.
● Have patience and remove yourself from situations.
● Trust in your ability to handle situations by becoming as knowledgeable as possible.
● Know your rights as an employee.
● Communicate.
● Be aware of verbal and non-verbal communication.
● Touch your patient to show compassion.
● Be responsive but set limits.
● Build a support network.
● Enlist the help of professionals.
Stress
- Know your stress triggers and act quickly to reduce stress.
- Set daily, attainable goals.
- Avoid procrastination.
- Take advantage of flex time and breaks.
- Listen to music.
- Communicate.
- De-clutter and simplify.
- Outsource or trade chores and errands.
- Practice mindfulness.
- Embrace an essentialist philosophy whereby all non-essential elements are discarded.
- Seek Counseling.

Health & Wellness
- Get regular exercise.
- Plan time for recreation and hobbies.
- Eat a balanced, healthy diet.
- Limit your alcohol, caffeine and drug intake.
- Sleep and relax.
- Seek Counseling.